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TOPMIS II TRAINING

USER ID AND PASSWORD

Login

User id: zcmuser

Password: crossing

E-TOPMISS II

User id: zcmuser

Password: crossing

TRAINING OBJECTIVES

TRAINING OBJECTIVE 1: Overview of the TOPMIS II Desktop

At the end of this session, the student should be able to:

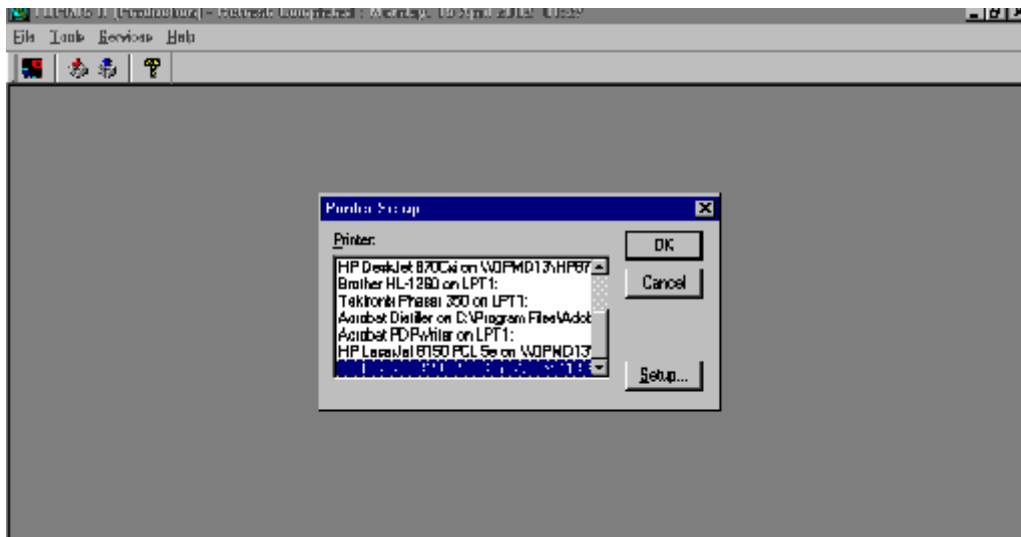
1. Have a basic understanding of the TOPMIS II Desktop.
2. Understand the following terms:
 - a. TOPMIS II Desktop
 - b. Service Application
 - c. Interface Broker
 - d. TESS

TOPMIS II TRAINING MANUAL

Overview



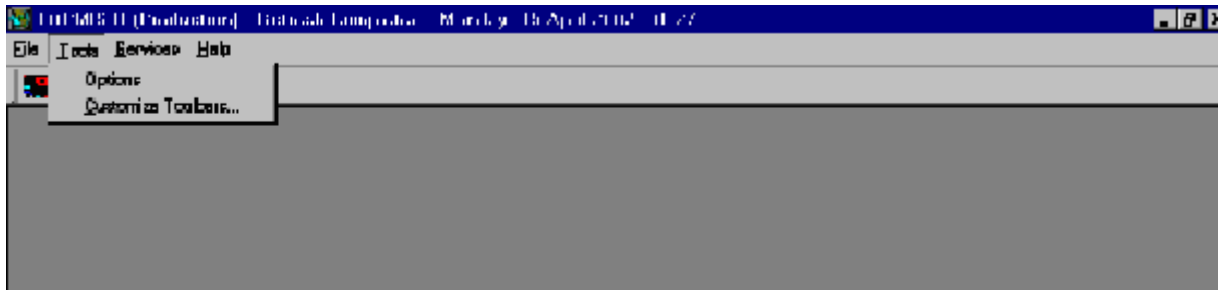
TOPMIS II displays the date and time of the last refresh to the system. This information is found at the top of the screen.



- **Review of the TOPMIS II Desktop**
 - **File**
 - Printer Setup
 - Exit

TOPMIS II TRAINING MANUAL

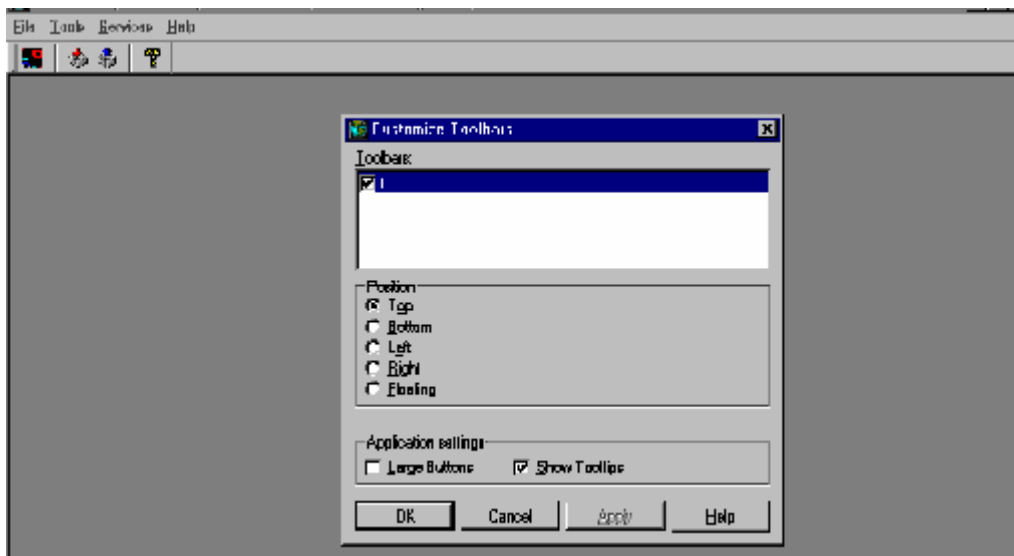
Overview



Printer Setup window contains a list of printers specific to TOPMIS II
Exit allows you to exit the TOPMIS II system.

Tools options

- **Options**
- **Customize toolbar.**

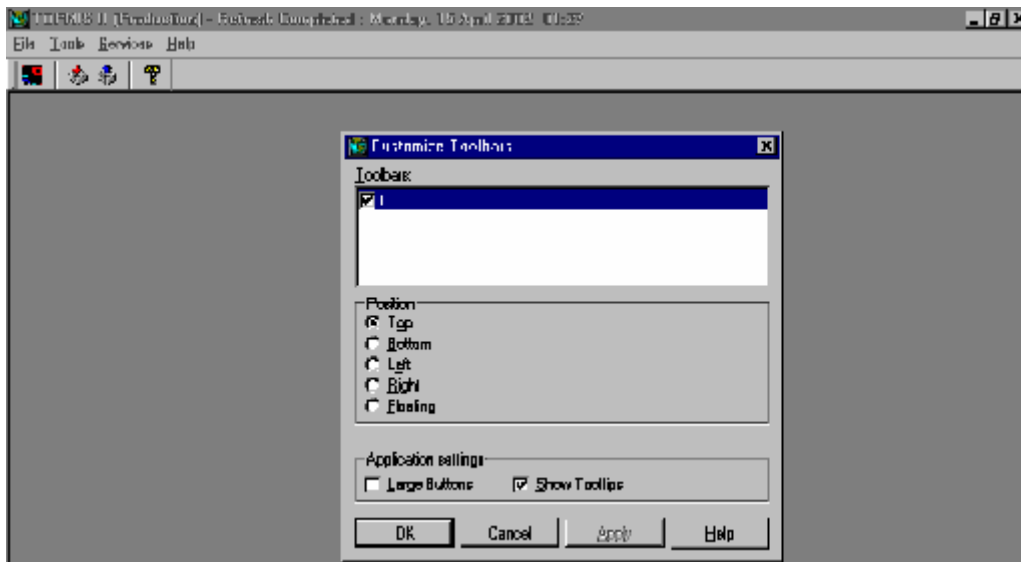


Options allows you to modify your user profile

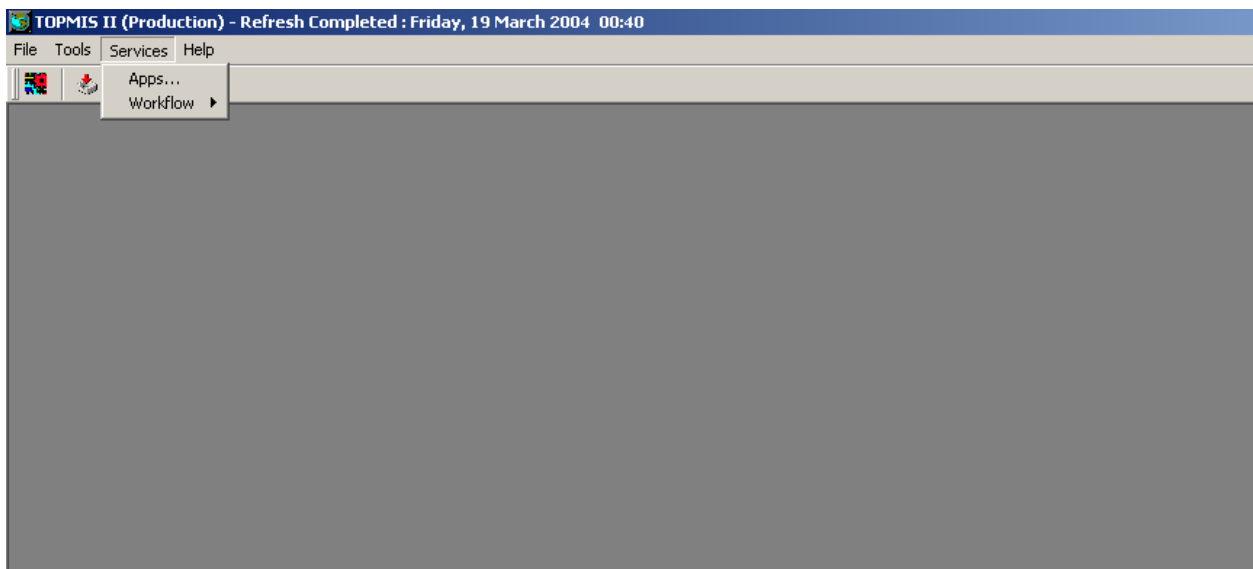
- Updateable fields have a light or white background.

TOPMIS II TRAINING MANUAL

Overview



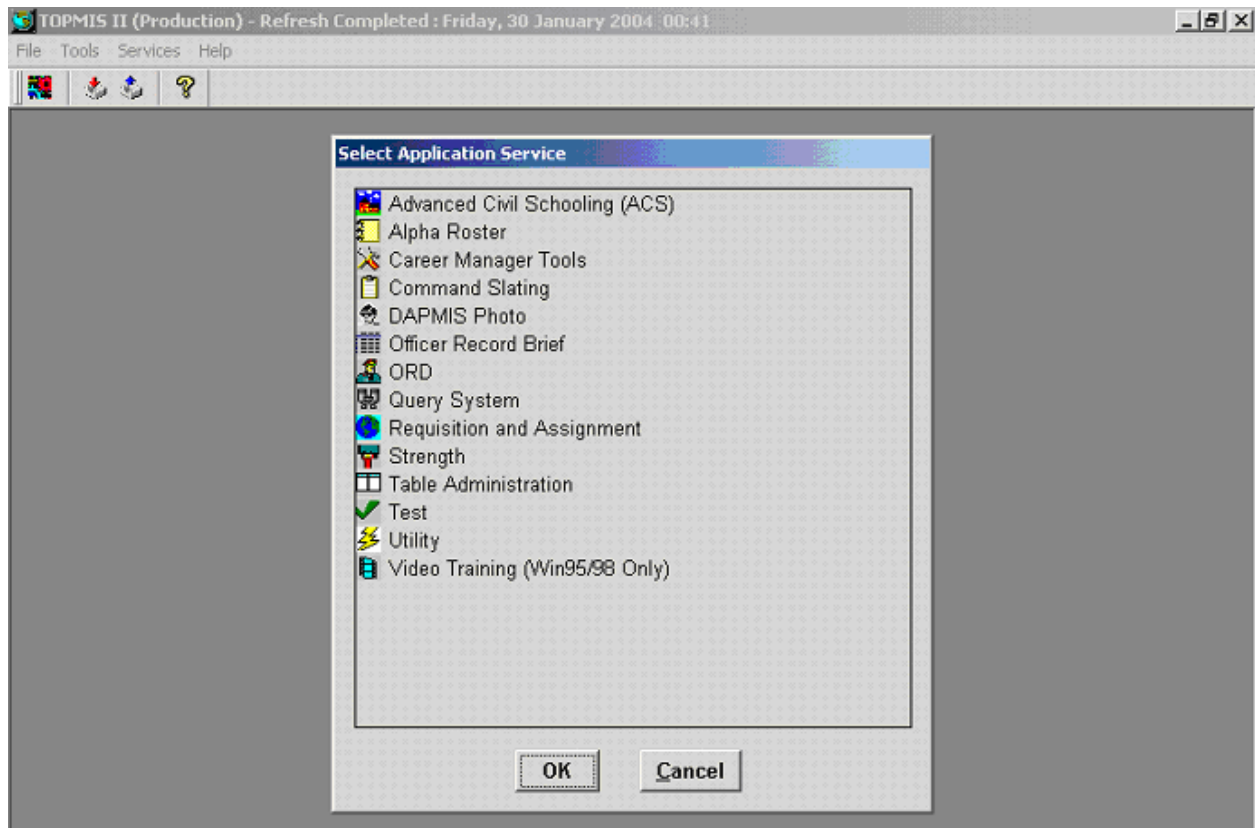
Customize Toolbar will allow you to customize you toolbar settings.



- **Services Option**
 - **Apps**
 - **Workflow**

TOPMIS II TRAINING MANUAL

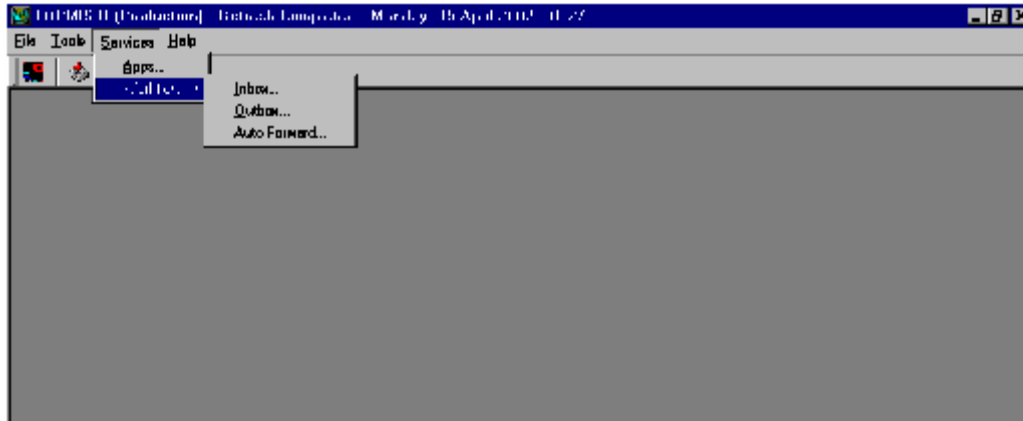
Overview



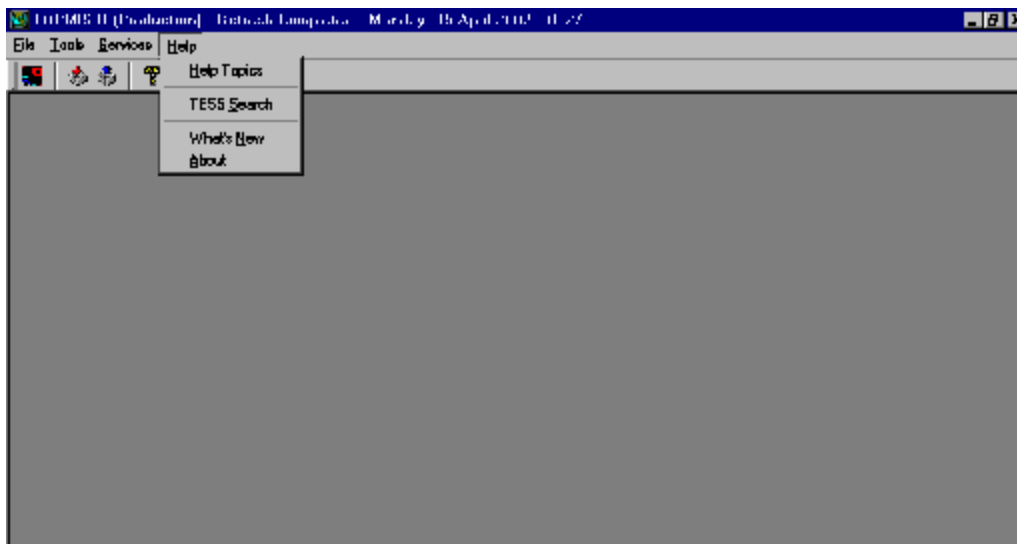
- Apps - Application Services – Main menu

TOPMIS II TRAINING MANUAL

Overview



Workflow - mail system currently used for stabreaks, mainly used by the career managers and the distributions managers at HRC

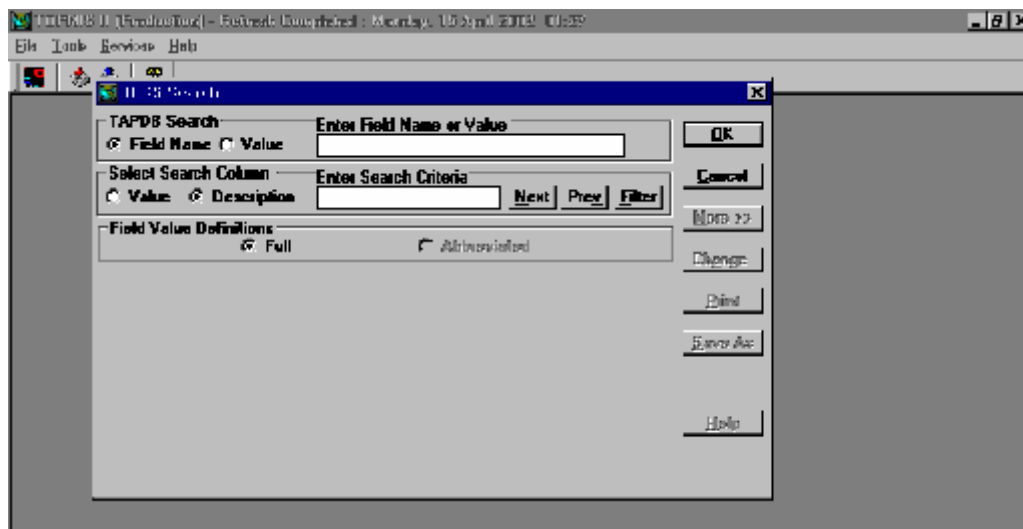


- **Help Option**

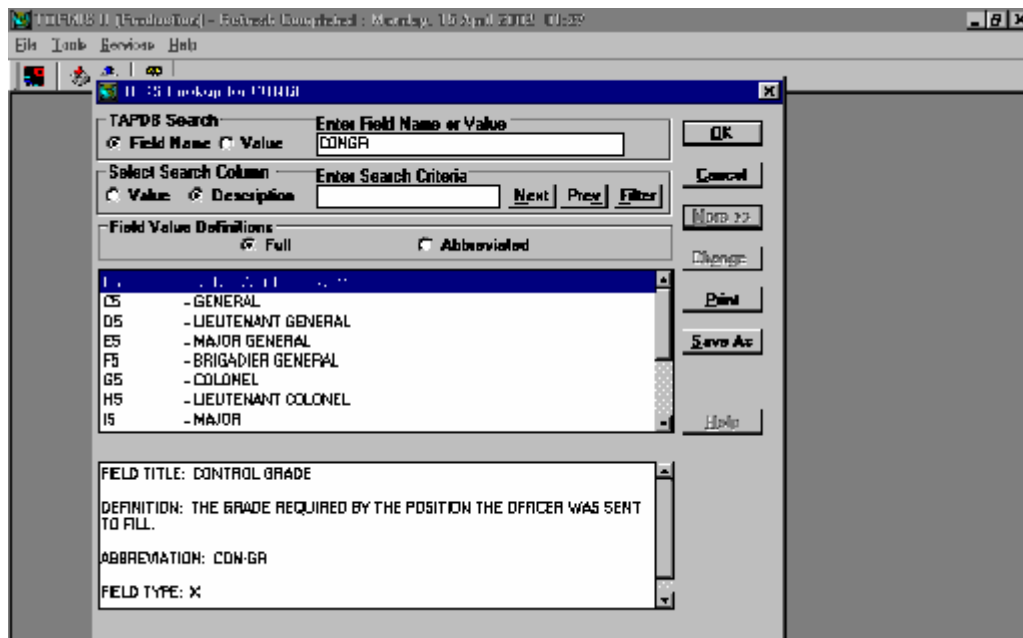
- Help Topics
- Tess Search – Technical Environment Support System
- What's new and about

TOPMIS II TRAINING MANUAL

Overview



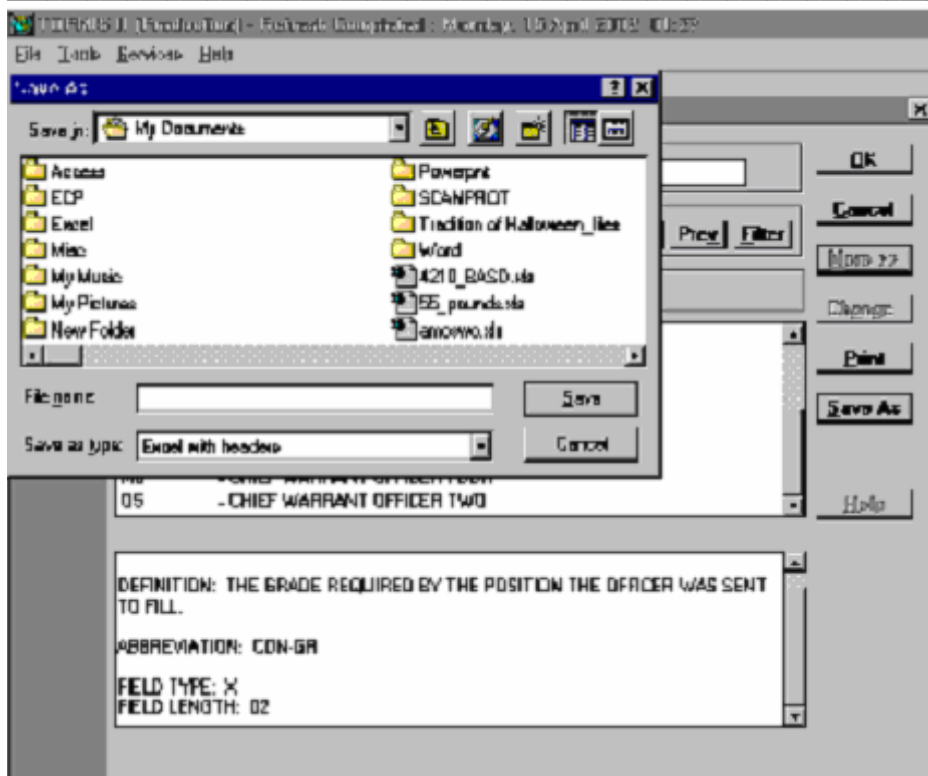
TESS Search is the data dictionary for TOPMIS II.



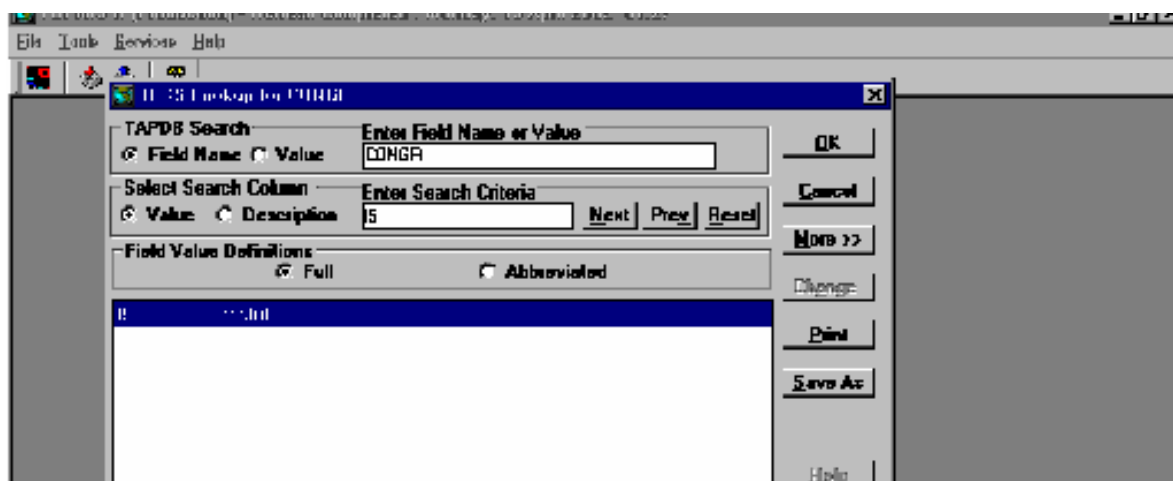
- Enter the field names or values you would like to search [**CONGR**] (Control Grade) select **<ok>** to display the values.
- Select **<more>** to review the title, the field definition, the abbreviation, the field type and the field length.
- Print will allow you to print the field value definition.

TOPMIS II TRAINING MANUAL

Overview



Save As - saves the values that you have selected to a document or a disc
Enter a File Name <click> on [ok].

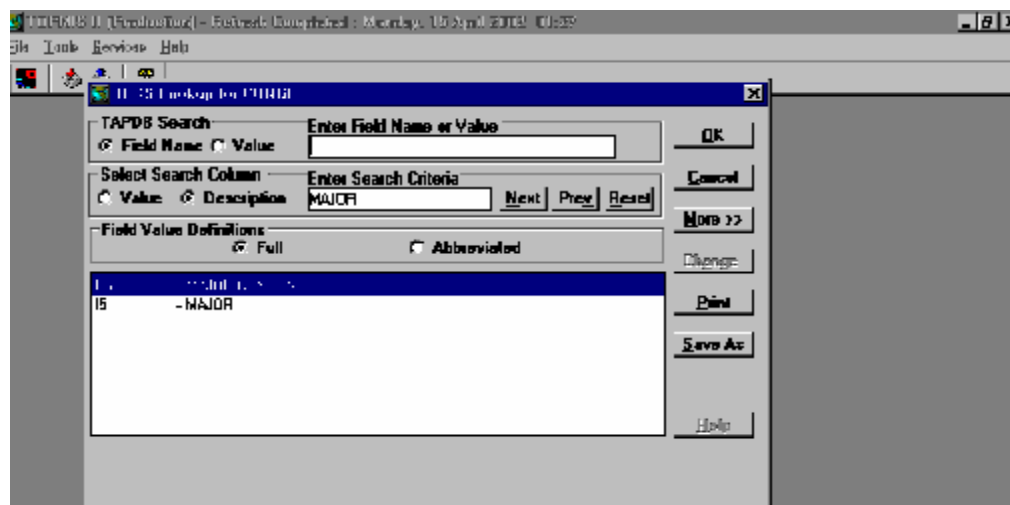


To find a specific value or data element name, type the field name, i.e., [CONGR], click on <ok>

Select the <value> radio button, enter the value you would like to find [15] in the selection criteria field area and select <ok>

This will give you the data element name for CONGR and the value for "15"

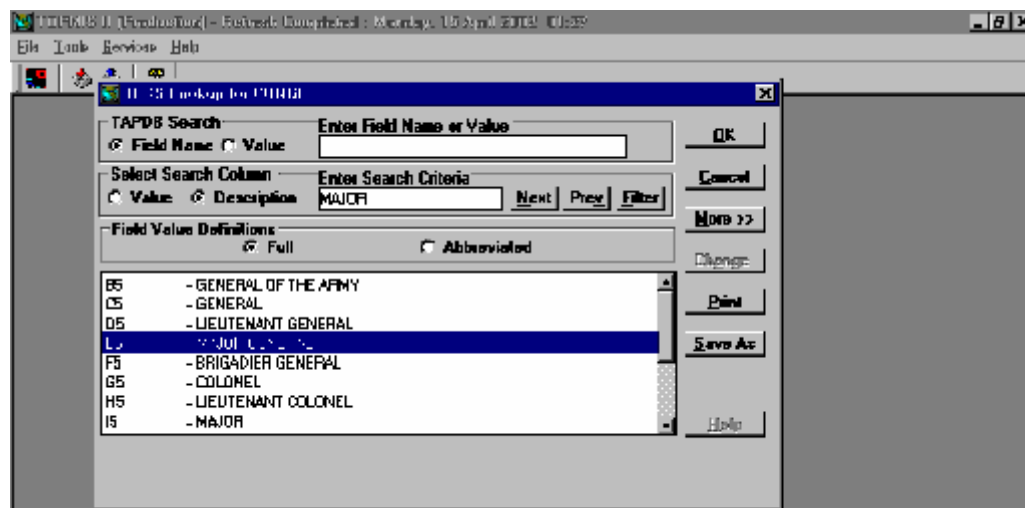
Overview



To find the values for a specific field name, enter the field name [**CONGR**] in the field name or value name area and select **<ok>**

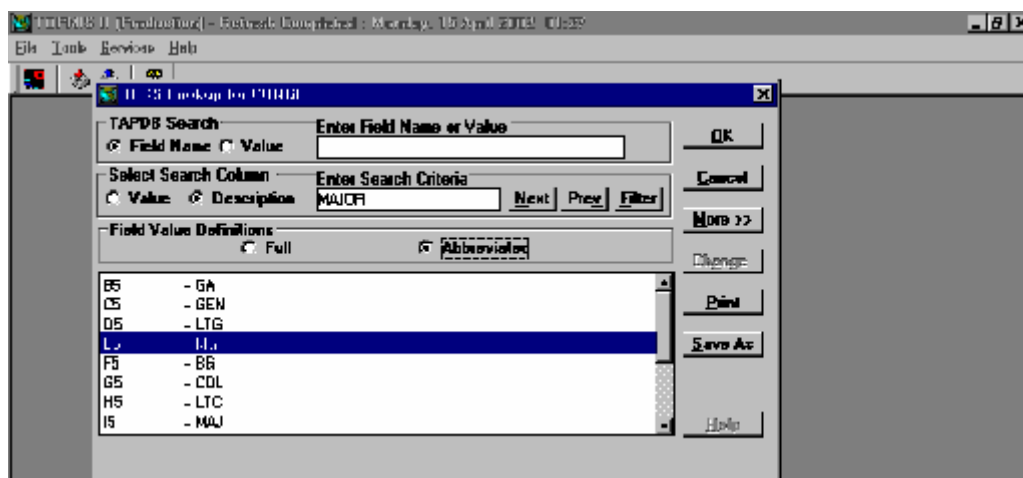
Select the **<description>** radio button and enter [**MAJOR**] in the selection criteria field area and select **<ok>**

Select the **<filter>** button; this will give you the value and description for “MAJOR”.

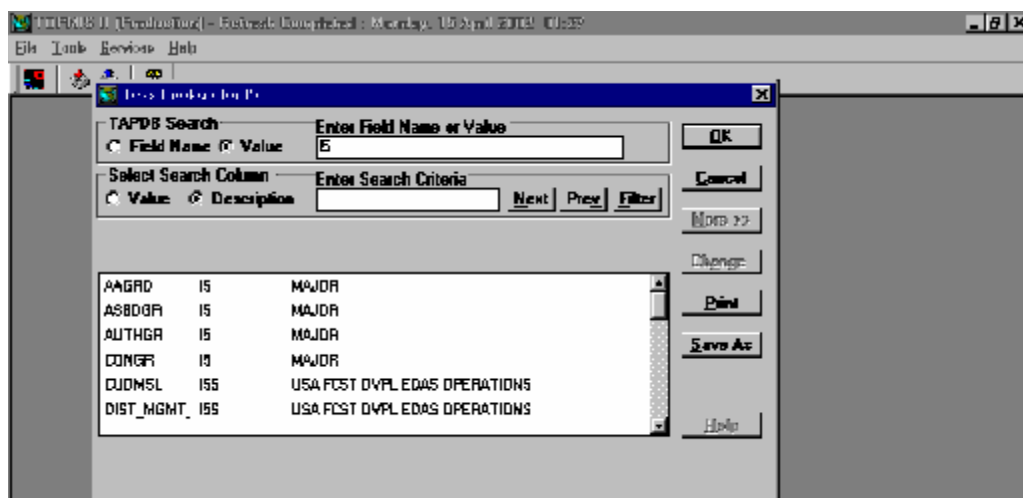


Select the **<reset>** radio button, to reset the descriptions field.

Overview



Select the **<abbreviated>** radio button to display the short name description or code for each value.



Select the **<value>** radio button, enter [15] in the field name and value area and select **<ok>**

This will give you a list of Field Names that contains the value of '15'.

TOPMIS II TRAINING MANUAL

Overview



Icons

Apps Icon – first icon

Workflow – second and third icon, arrows pointed up and down

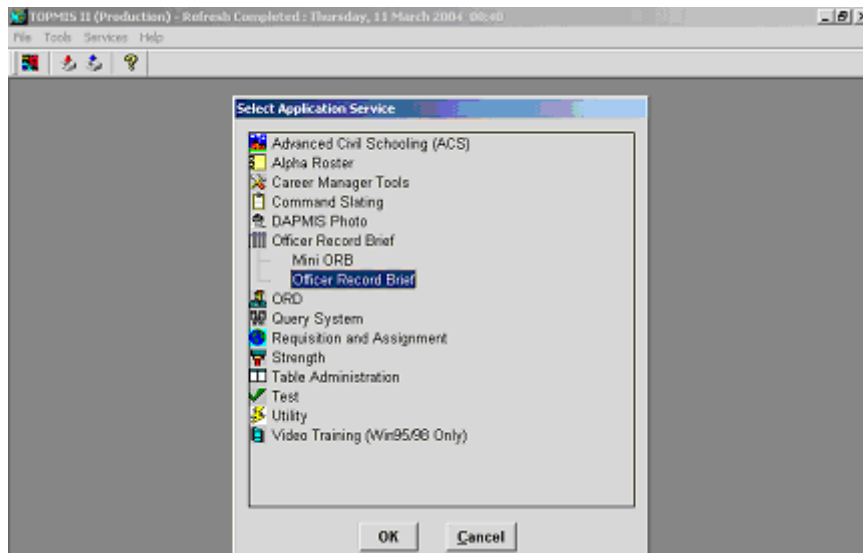
Help - fourth icon, question mark



Select the Apps icon to enter the main menu

TOPMIS II TRAINING MANUAL

Overview



Officer Record Brief (ORB) - is an important tool used in the management of officers, it is updated from the Officer Record Data (ORD) screens, there are two types of ORBs

Regular ORB – the regular ORB is used by personnel managers at HRC and the field

Board ORB - HRC selection board members use this ORB in conjunction with other documents to gain an initial impression of an officer's qualifications and career history

To access

- Double <click> on **[Officer Record Brief]**
- Double <click> on **[Officer Record Brief]**

OFFICER RECORD BRIEF

File Edit View Service Window Help

Type: ☐ COMMISSIONED ☐ WARRANT

SSN: []

Name: []

Search New Query

OFFICER RECORD BRIEF

ORB TYPE	BRIEF DATE	ORFLD DESIGNATION	ORFLD DEMO DATE	ORFLD BRANCH	COMPONENT
	280304Z06			BR DTU/EXPIRE	
SECTION I - Assignment Information			SECTION II - Security Data		
OVERSEAS DUTY			INVEST		INAGD
YRMO RTH	CTRY	MONTH	TCS	NUMBER OF TOURS	ITEMV DTFCOD
				SHORT LONG	
				OROS	OROS
				Conus departure date	
Data Dependence Arrived DE					
Career Field Information: Commissioned/Warrant					
BR Collat/Adm/Inf/Prns			Fnd Asst/Adm/Inf/Prns		
BRACE/Adm/Inf/Prns/Sp			Fnd Asst/Adm/Inf/Prns/Sp		
Skills			DUTY		
Basic Branch/PAOS			SECTION VI - Military Education		
Functional Area BRMOI			Course		
Career Track			Year		
Priority			LEVEL COMPLETE		
Branch			INSTITUTION		
Functional Area			DISCIPLINE		
Basic Branch/PAOS			INSTITUTION		
Functional Area			DISCIPLINE		
Career Management Field			INSTITUTION		
Projected Career Management Field			DISCIPLINE		
Occupational Orientation			SECTION VII		

Enter the officer's **SSN**, <click> on **[Search]** to display the officer's ORB.

TOPMIS II TRAINING MANUAL

Overview

[illegible]

To refresh your screen <click> on **[new query]** and follow the steps on the previous page

To run a by-name ORB enter the Officer's name, i.e,

- Smith
- Smith James
- Smith J
- **<Click>** on **[search]** to display the officer's ORB

Note: To retrieve an officer's ORB <click> on the commission button or Warrant <click> on the warrant button.. The default is commission and warrant officers.

TOPMIS II TRAINING MANUAL

Overview

TOPMIS II (Production) - Database Lookup - Friday, 26 April 2007 01:23

File Edit View Services Window Help

Officer Record Browser

Type: **REGULAR**

☒ COMMISSIONED ☐ WARRANT

SSN: 433-45-0048

Name: ROBINSON WESLEY L

Search New Query

ROBINSON WESLEY L

OFFICER RECORD BROWSER

ORB TYPE	BRIEF DATE	CRFLD DESIGNATION	CRFLD DENO DATE	CMTL BRANCH	DE	COMPONENT
2000	26/04/2007			BR DTLEXPRES		USAR

SECTION I - Assignment Information

YRMO	RTH	CTRY	MONTH	TCS	NUMBER OF TOURS

SECTION II - Security Data

INVEST	HAC	ITEMV	1907120	DTFSCD	10000114

SECTION III - Foreign Language

Language	Read	Write	Listen

SECTION IV - Military Education

Course	Year

SECTION V - Skills

Basic Branch/PMOS	ORTHODONTIST

5 officer(s) retrieved

Robinson Willie Earl 422949010 ASG TO ACTIVE COMPONENT MAT ADG MGT MAJ

Double **<click>** on the Officer's **[name]** you would like to be displayed. The Officer's Name, SSN, Record Status Code, Rank and Branch will also be displayed at the bottom of the screen. The total number of records retrieved will be displayed at the bottom left hand side

- **Print Feature**
- **Single ORB**
- **<click>** on the print icon
- **Multiple ORBs**
 - Highlight the names by doing the following
- **Printing Selected Names**
 - Press [ctrl] key and **<click>** to highlight selected names, click on print
- **Printing A Group of Names**
 - **< Click>** on the first name and press the [shift] key and **<click>** on the last name to highlight the selected names, click on the printer icon

TOPMIS II TRAINING MANUAL

Overview

TOPMIS II (Production) - Network Lampada - Friday, 26 April 2007 10:23

File Edit View Services Window Help

Import SSN List

SSN: Name:

Search New Query

OFFICER RECORD BRIEF

DRP TYPE	BRIEF DATE	CRFLD DESIGNATION	CRFLD DEMO DATE	CNTL BRANCH	DE	COMPONENT
25000	26/03/07			BR DTU/EXPIRE		USAR

SECTION I - Assignment Information

YRMO RTH	CTRY	MONTH	TCS	NUMBER OF TOURS
			SHORT	LONG
			OROS	OROS
			NA	NA
Conus departure date				

SECTION II - Security Data

INVEST	HAC
OTENW	1207120
DTFSCD	10000114
CLNC	SEC

SECTION III - Foreign Language

Language	Read	Write

SECTION IV - Military Education

DLST	

SECTION V - Skills

Basic Branch/MOS	ORTHODONTIST
Functional Area (BMO)	ORTHODONTIST
Career Track	Single
Primary	Branch
Prev Branch/MOS	
Prev Functional Area	
Control Career Management Field	
Projected Career Management Field	83100
Diagnostic Orientation	

The **Import SSN List** option will allow you to import SSN's or Names from another interface broker. i.e., excel
We will discuss this option further in the Asset II Query option.

TOPMIS II (Production) - Network Lampada - Friday, 26 April 2007 10:23

File Edit View Services Window Help

Undo Ctrl+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Clear

SSN: Name:

Search New Query

OFFICER RECORD BRIEF

DRP TYPE	BRIEF DATE	CRFLD DESIGNATION	CRFLD DEMO DATE	CNTL BRANCH	DE	COMPONENT
25000	26/03/07			BR DTU/EXPIRE		USAR

SECTION I - Assignment Information

YRMO RTH	CTRY	MONTH	TCS	NUMBER OF TOURS
			SHORT	LONG
			OROS	OROS
			NA	NA
Conus departure date				

SECTION II - Security Data

INVEST	HAC
OTENW	1207120
DTFSCD	10000114
CLNC	SEC

SECTION III - Foreign Language

Language	Read	Write

SECTION IV - Military Education

DLST	

SECTION V - Skills

Basic Branch/MOS	ORTHODONTIST
Functional Area (BMO)	ORTHODONTIST
Career Track	Single
Primary	Branch
Prev Branch/MOS	
Prev Functional Area	
Control Career Management Field	
Projected Career Management Field	83100
Diagnostic Orientation	

The **Past SSN list** is similar to the Imp SSN list option; this will also be discussed in the Asset II Query option.

Overview

The screenshot shows the 'OFFICER RECORD BRIEF' window for Robinson Wesley L. The window is divided into several sections:

- Header:** ORB TYPE, BRIEF DATE (20020420), CRFLD DESIGNATION, CRFLD DESIG DATE, CNTL BRANCH (BR DTLSOPRES), COMPONENT.
- SECTION I - Assignment Information:** Includes fields for TRMO RTH, CTRY, MONTH, TCS, NUMBER OF TOURS (SHORT, LONG), DRDS, DEROS, and Conus departure date.
- SECTION II - Security Data:** Includes INVEST, DTBNV, DTSCB, and Basic Date of Apt.
- SECTION V - Foreign Language:** Includes Language, Read, and Listen.
- SECTION VI - Military Education:** Includes Course and Year.
- Other Fields:** Basic Branch/PMOS, Functional Area, Career Track, Primary, Prev Branch/PMOS, Prev Functional Area, Control Career Management Field, Projected Career Management Field, and Descriptive Orientation.

The left sidebar shows a list of officers, with Robinson Wesley L. selected. The status bar at the bottom indicates '5 officer(s) retrieved'.

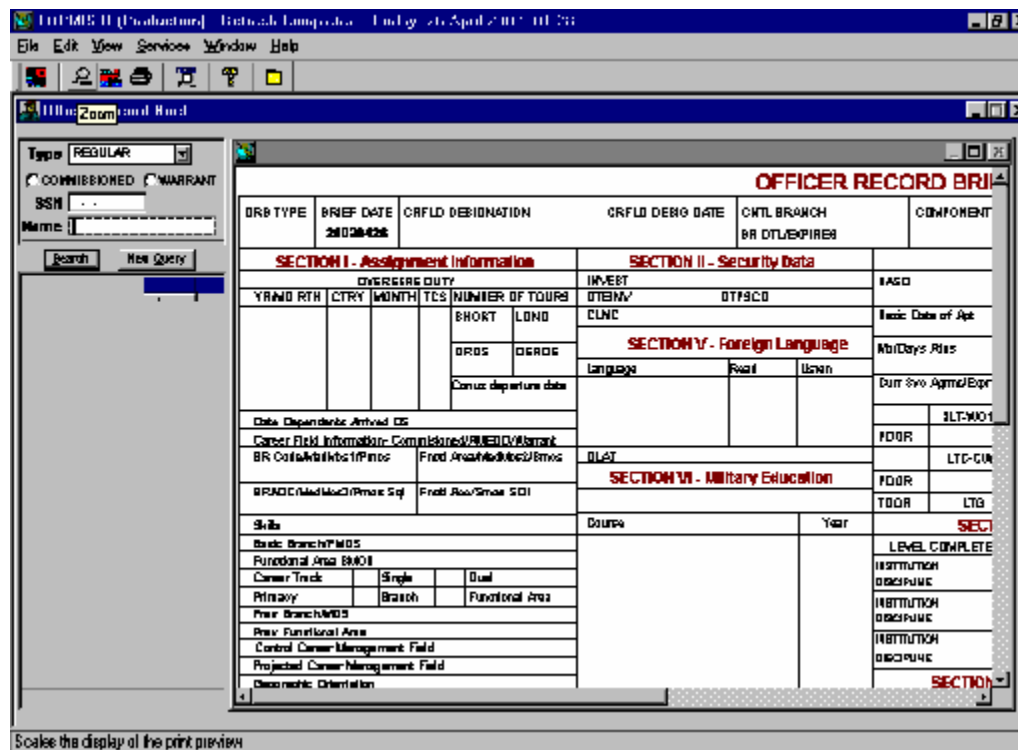
The **Hint Balloon** Option will display information about the officer when you move the mouse on the officer's name, <click> on **[Hint Balloon]** to select this option. The balloon displays the Officer's name, SSN, Record Status Code, Branch and Rank.

This screenshot shows the same 'OFFICER RECORD BRIEF' window, but with a 'Zoom' dialog box open. The dialog box has a 'Zoom To' section with radio buttons for 200%, 100%, 75%, 50%, and 25%. The '100%' option is selected. There is also a 'Percent' input field set to 100. The 'Preview' section shows a smaller version of the officer record form. The 'OK', 'Cancel', and 'Apply' buttons are at the bottom of the dialog box.

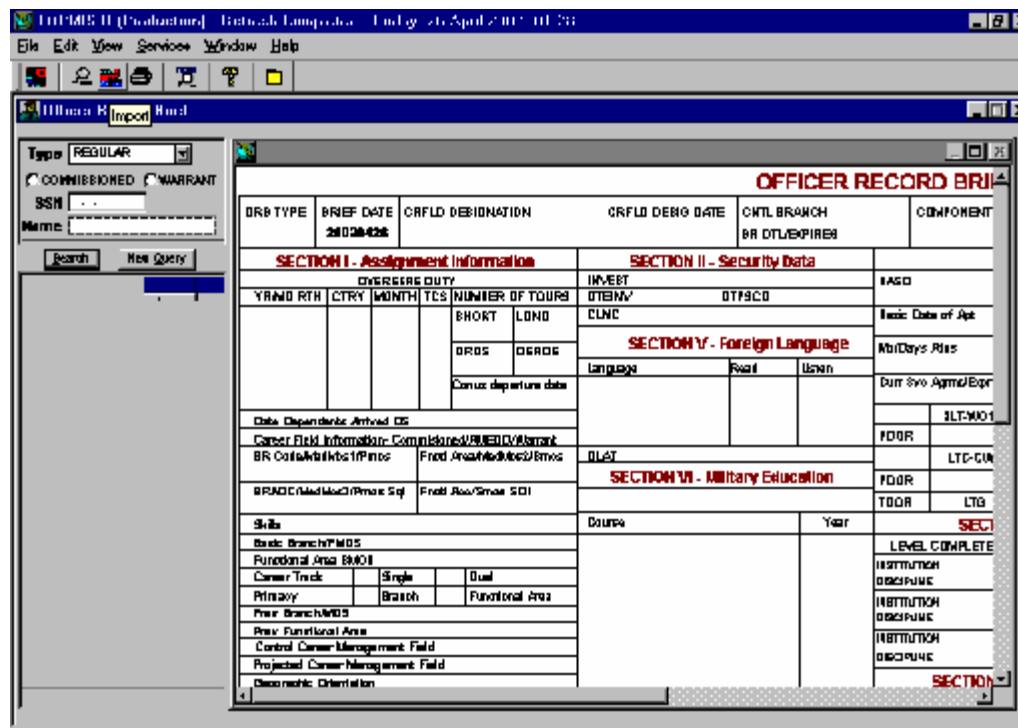
Change the focal length by clicking on **[zoom]** to percentage button. The percentage option will allow you to change the size of the form. The default is 100%.

TOPMIS II TRAINING MANUAL

Overview



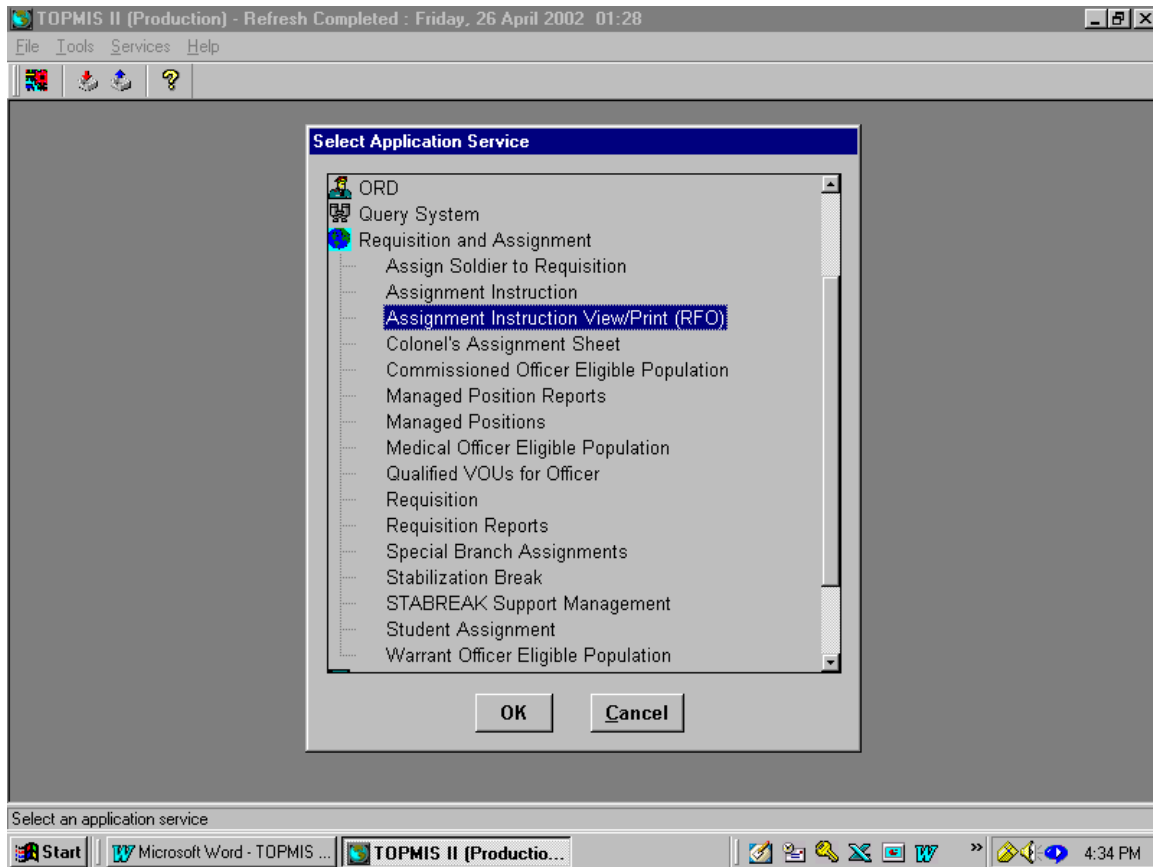
The magnifying glass or the zoom icon has been previously discussed.



The third icon or Imp SSN list icon has been previously discussed.
To close the ORB application, **<click>** on the **[x]** in the upper right-hand corner, or **<click>** on the **[man]** in the uppers left-hand corner and **<click>** on **[close]** or the folder icon

TOPMIS II TRAINING MANUAL

Overview



Request for Orders application

<Click> on the first **icon**, **double <click>** on **[Requisitions and Assignments]**

Double <click> on **[Assignment Instructions Viewpoint [RFO]]**

TOPMIS II TRAINING MANUAL

Overview

This application will allow displaying of information by selecting the Commission or Warrant button, the Officer's SSN or Name.

SPECIAL INSTRUCTIONS

YOU ARE REQUIRED TO FORWARD A DA FORM 580, CHANGE OF ADDRESS CARD, CONTAINING YOUR NEW HOME ADDRESS, PHONE NUMBERS, AND YOUR CURRENT HOME AND DUTY ELECTRONIC MAIL ADDRESS, TO YOUR PERSCOM ASSIGNMENT MANAGER WITHIN 30 DAYS OF ARRIVAL AT YOUR NEW DUTY STATION OR UPON CHANGE OF RESIDENCE. —

UPON RECEIPT OF THESE ASSIGNMENT INSTRUCTIONS, IMMEDIATELY CONTACT YOUR SERVICING MILITARY PERSONNEL SERVICE CENTER (OFFICE OF REASSIGNMENTS) IN ORDER TO RECEIVE YOUR PERMANENT CHANGE OF STATION ORDERS. — OFFICIAL TRAVEL ARRANGED THROUGH COMMERCIAL TRAVEL OFFICE (NOT LEAVE DATA)

UNDER CONTRACT TO THE GOVERNMENT IS NOT REIMBURSABLE. — CONTACT THE INSTALLATION HONORARY

<Click> on [search] to display the data
If you would like to display another RFO <click> on [new query].

TOPMIS II TRAINING MANUAL

Overview

Request For Order:

Right Click button to select release date

U.S. TOTAL ARMY PERSONNEL COMMAND
ASSIGNMENT INSTRUCTIONS - INDIVIDUAL COPY

ASSIGNMENT

NAME	ON ORDERS
GRADE	8BN - -
ORGN	PROJECTED
STATION	CMD
PDOR	UIC
MEL	CELO
SEX	8EX

ASSIGN TO

ORGN	CMD
STATION	UPC
REQID	GEO-AREA
RQPRC	MOTC
DTRABO	00000000
RQPSIR	RQPSST
RQPPSR	TVL-STAT

SPECIAL INSTRUCTIONS

RFO's selection screen:

A **REQID** (Requisition Identification) or **CMAAOF/BR** (Career Management Authority Active Duty Officer and Branch, i.e., W1/AV)

The **TOPMIS USERID** the career management who cut the order

A **specific date**, a **range of dates** or a **since date**, yyyyymmdd.

A **PSC** (Personnel Service Center) i.e., TD10 – Ft Jackson, SC. When you select the

Gaining PSC button and enter the PSC, this will give you the RFO's for officers who are on orders to Ft. Jackson, if you select the **Losing PSC** button and enter the PSC, you will be able to select RFO's for those officers leaving Ft. Jackson.

A **CMD/IARC** (Command Code and Installation Activity Requisition Code), i.e., TCSJ (TC stands for TRADOC and SJ stands Ft. Jackson, South Carolina).

A **UIC** (Unit Identification Code) i.e., W6EDAA

TOPMIS II TRAINING MANUAL

Overview

Right Click button to select release date

Normal Amendment Revocation Diversion Extension

U.S. TOTAL ARMY PERSONNEL COMMAND HALSTEAG

R11N ASSIGNMENT INSTRUCTIONS - INDIVIDUAL COPY 19900813

ASSIGNMENT INSTRUCTION

NAME	HAMPTON WILLIAM JOSEPH		ON ORDERB	00E
GRADE	CAPTAIN	SSN 171-54-4786	PROJECTED	11Z
ORGN	01 0075INHHC RANGER			SP
STATION	HUNTER	GA 31409	UIC	WH3LTD
PDOR	19900201	MEL CELC	SEX	M

ASSIGN TO

ORGN	010075INHHC RANGER	CMD	SP	
STATION	HUNTER	GA 31409	UPC	WH3LAA
REQID	SPV3000053	GEO-AREA	GA	
RQPRC	00E000000	MDTC	3A	
DTRAG	19900810			
RQPSIR	RQPSST	RQPPSR	TVL-8TAT	

SPECIAL INSTRUCTIONS

SPECIAL INSTRUCTIONS DELETED THREE MONTHS AFTER REPORT DATE (DTRAG) OR THREE MONTHS AFTER RELEASE DATE, WHICHEVER IS LATER. SPECIAL INSTRUCTIONS DELETED ON 19911111.

To select the type of RFO, **<click>** on the **[buttons]** above the Officer's RFO. The types of RFO's are Normal, Amendment, Revocation, Diversion and Extension.

2000/12/15 00:03:52
1999/11/10 00:04:34
1999/11/10 00:04:34
1999/08/13 00:04:47

Release date

Normal Amendment Revocation Diversion Extension

U.S. TOTAL ARMY PERSONNEL COMMAND HALSTEAG

R11N ASSIGNMENT INSTRUCTIONS - INDIVIDUAL COPY 19900813

ASSIGNMENT INSTRUCTION

NAME	HAMPTON WILLIAM JOSEPH		ON ORDERB	00E
GRADE	CAPTAIN	SSN 171-54-4786	PROJECTED	11Z
ORGN	01 0075INHHC RANGER			SP
STATION	HUNTER	GA 31409	UIC	WH3LTD
PDOR	19900201	MEL CELC	SEX	M

ASSIGN TO

ORGN	010075INHHC RANGER	CMD	SP	
STATION	HUNTER	GA 31409	UPC	WH3LAA
REQID	SPV3000053	GEO-AREA	GA	
RQPRC	00E000000	MDTC	3A	
DTRAG	19900810			
RQPSIR	RQPSST	RQPPSR	TVL-8TAT	

SPECIAL INSTRUCTIONS

SPECIAL INSTRUCTIONS DELETED THREE MONTHS AFTER REPORT DATE (DTRAG) OR THREE MONTHS AFTER RELEASE DATE, WHICHEVER IS LATER. SPECIAL INSTRUCTIONS DELETED ON 19911111.

To select the type of RFO, **<click>** on the **[buttons]** above the Officer's RFO. The types of RFO's are Normal, Amendment, Revocation, Diversion and Extension.

Overview

TOPMIS II (Production) - Refresh Completed : Tuesday, 30 April 2002 01:28

File Edit View Services Window Help

HAMPTON WILLIAM JOSEPH

☒ COMMISSIONED ☐ WARRANT

SSN _____

NAME HAMPTON BRIGITTE RE

REQID _____

CMAAOF/BR _____

USERID _____

RFO DATE

☒ Specific ☐ Range ☐ Since

_____/_____/_____ (YYYY/MM/DD)

☒ Gaining ☐ Losing

PSC _____

☒ Gaining ☐ Losing

CMDIARC _____

☒ Gaining ☐ Losing

UIC _____

Search New Query Batch

Hampton Lisa Monique
Hampton Lorraine Leslie
Hampton Matthew S
Hampton Michael Eugene
Hampton Patrick Roger
Hampton Rodney Lawrence
Hampton Scott Eugene
Hampton William Joseph

27 officer(s) retrieved

Right Click button to select release date

☐ Normal ☒ Amendment ☐ Revocation ☐ Diversion ☐ Extension

U.S. TOTAL ARMY PERSONNEL COMMAND HALSTEAS

ASSIGNMENT INSTRUCTIONS - INDIVIDUAL COPY 19990813

R1/IN

ASSIGNMENT INSTRUCTION

NAME	HAMPTON \	ON ORDERS	00E
GRADE	CAPTAIN	PROJECTED	11Z
ORGN	010075INHHC RANGER	CMD	SP
STATION	HUNTER	GA	31409
PDOR	19990201 MEL CELC	UIC	WH3LTO
		SEX	M

ASSIGN TO

ORGN	010075INRANGER	CMD	SP
STATION	HUNTER	GA	31409
REQID	SPV3000053	UPC	WH3LAA
RQPRC	00E000000	GEO-AREA	GA
DTRASG	19990910	MDTC	3A
RQPSIR	RQPSST	RQPPSR	TVL-STAT

SPECIAL INSTRUCTIONS

SPECIAL INSTRUCTIONS DELETED THREE MONTHS AFTER REPORT DATE (DTRASG) OR THREE MONTHS AFTER RELEASE DATE, WHICHEVER IS LATER. SPECIAL INSTRUCTIONS DELETED ON 19991111.

Ready

Start 143.134.56.40 TOPMIS II (Produ... Microsoft Word 9:18 AM

Highlight all the names to print the Officer's current RFO.

TRAINING OBJECTIVES

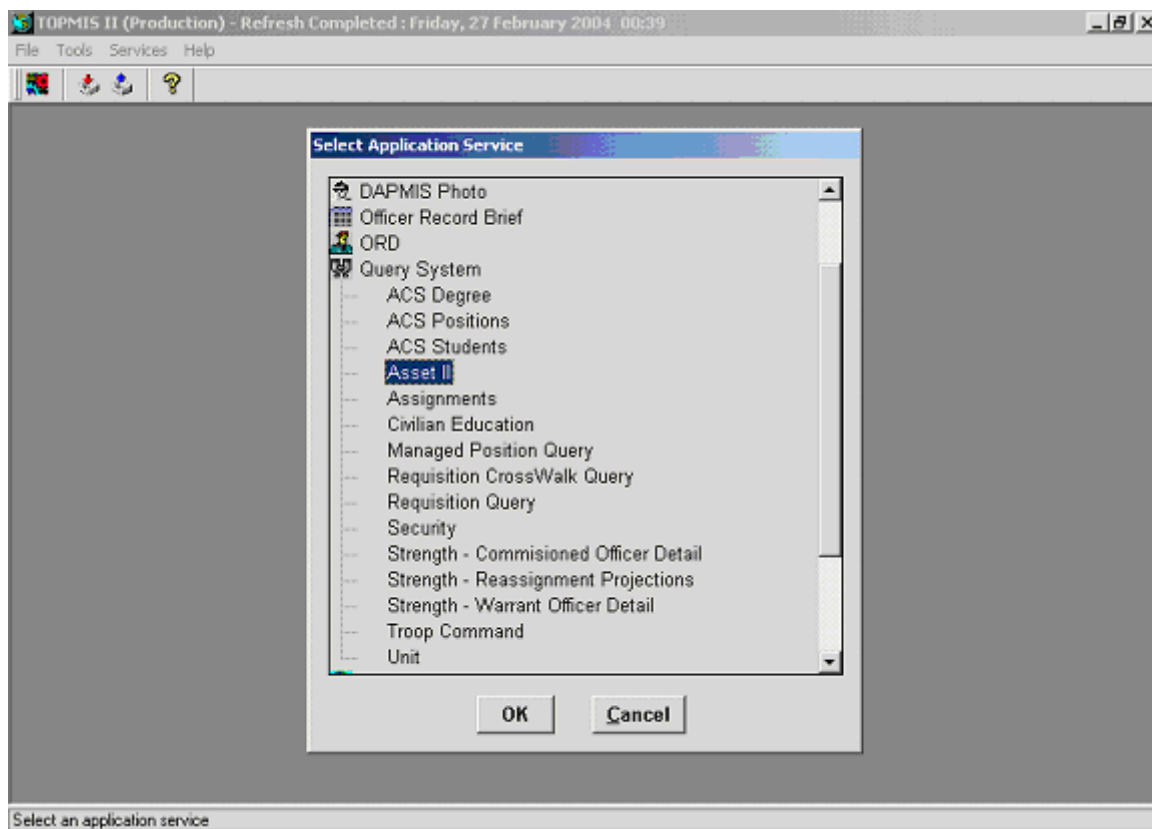
TRAINING OBJECTIVE 2: ASSET II Simple Queries

At the end of this session, the student should be able to:

1. Navigate and use the interface broker to manage the officer's record.
2. Write and run simple queries to manage an assigned population.

TOPMIS II TRAINING MANUAL

Overview ASSET II Query System



The Asset II query system will give you a user friendly application to create your own query. This system will allow you to display Officer and Warrant Officer Data in a report format. Asset II is the current replacement for Data Query and Data Reporter.

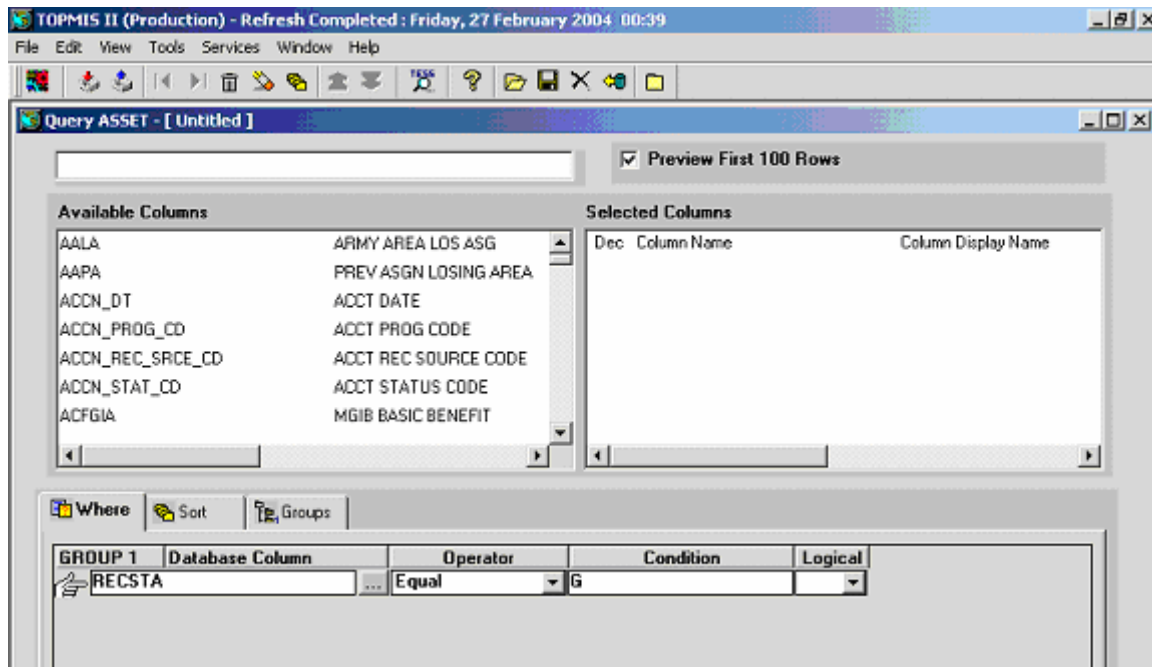
Selecting Asset II application

- double <click> on **[Query System]**
- double <click> on **[Asset II]**

TOPMIS II TRAINING MANUAL

Overview ASSET II Query System

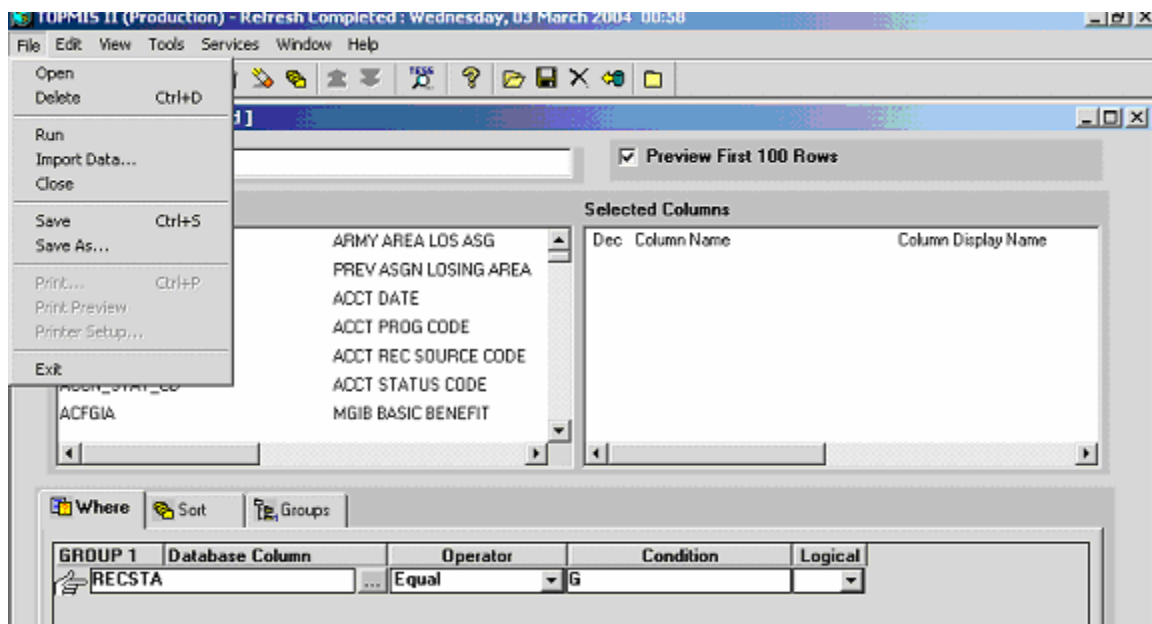
- Review the Desktop



Standard Windows Features

Title Bar - Date of the last refresh to the system

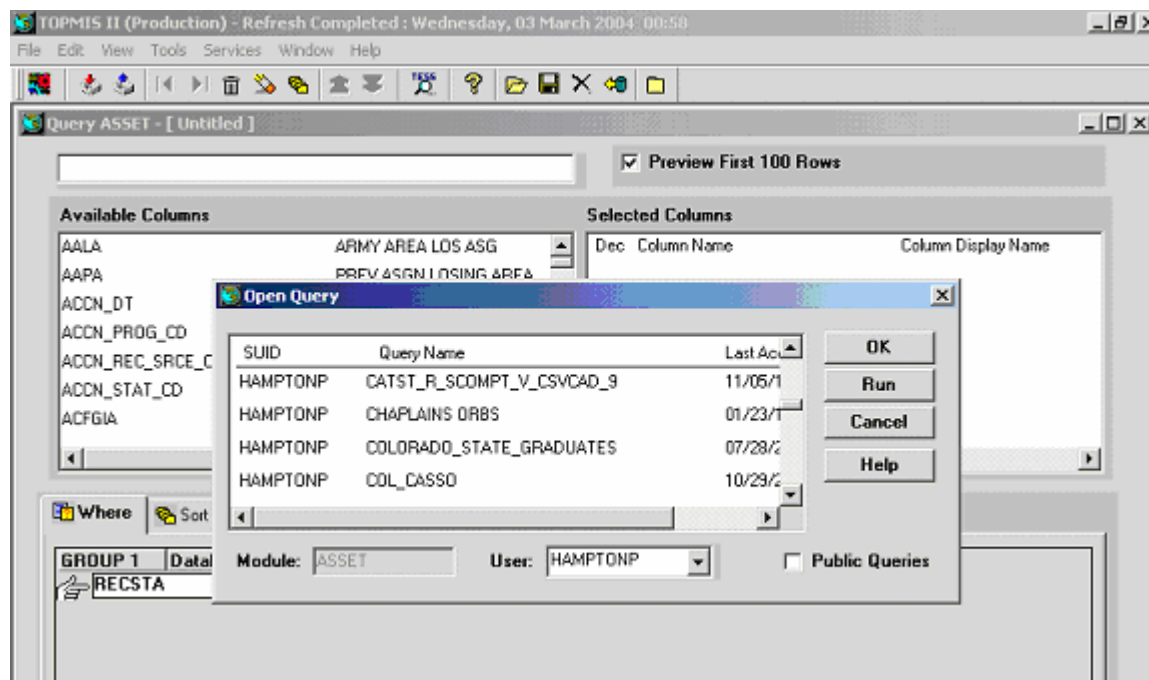
Menu Bar



File Option

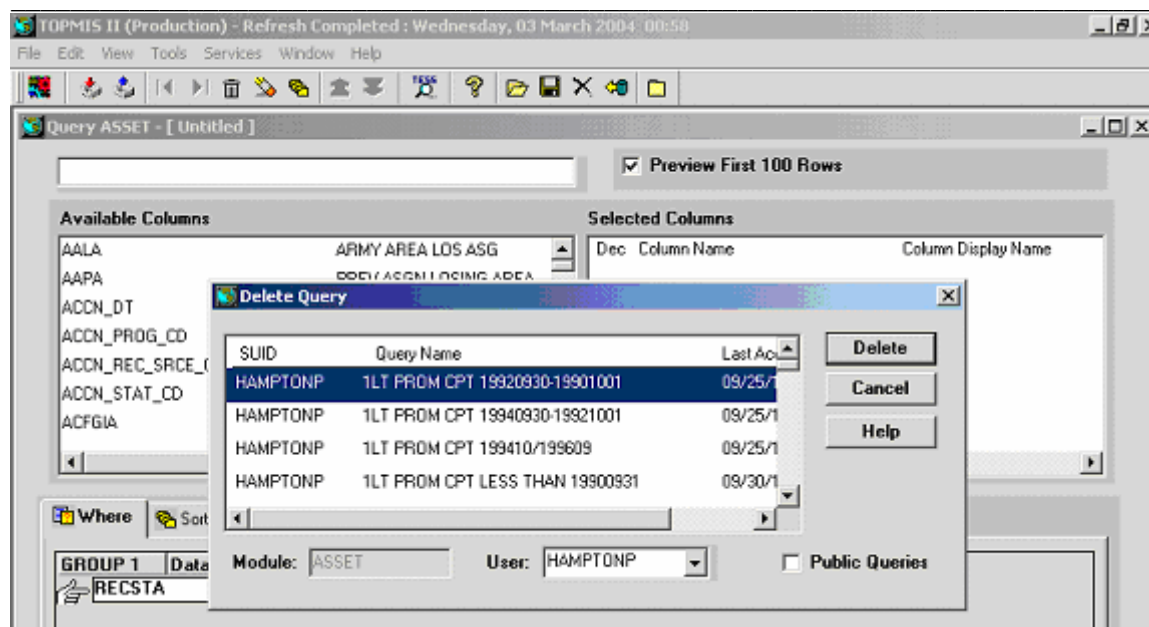
Open - opens an existing query

Overview ASSET II Query System

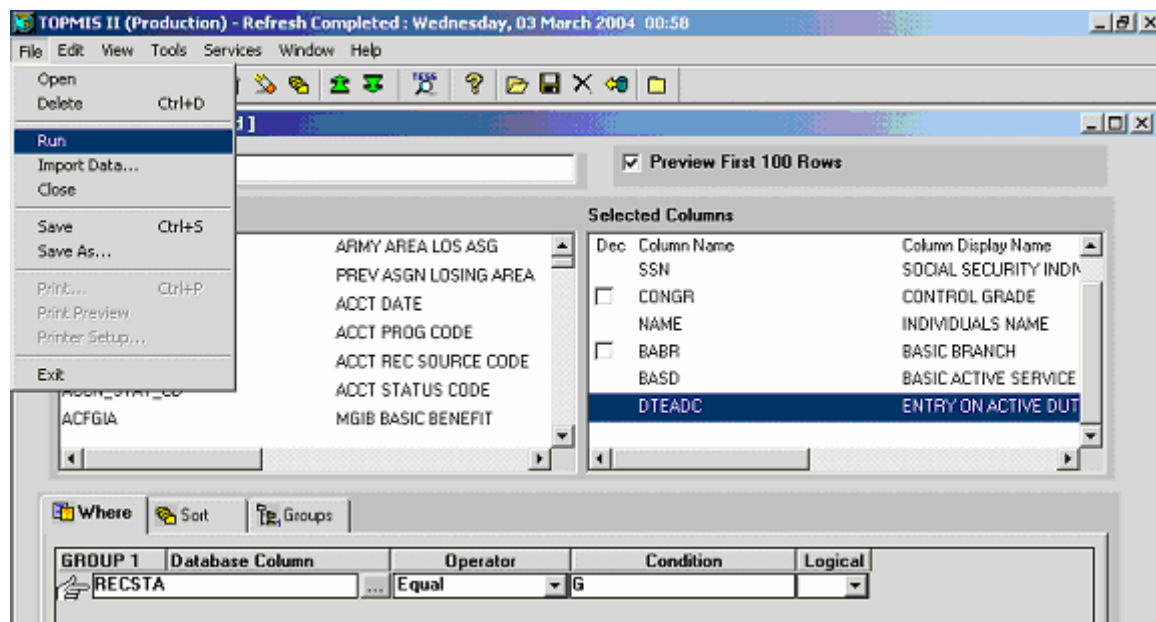


Highlight the Query Name and <click> on [ok] to review the query. After reviewing the query you have the option to run a public query.

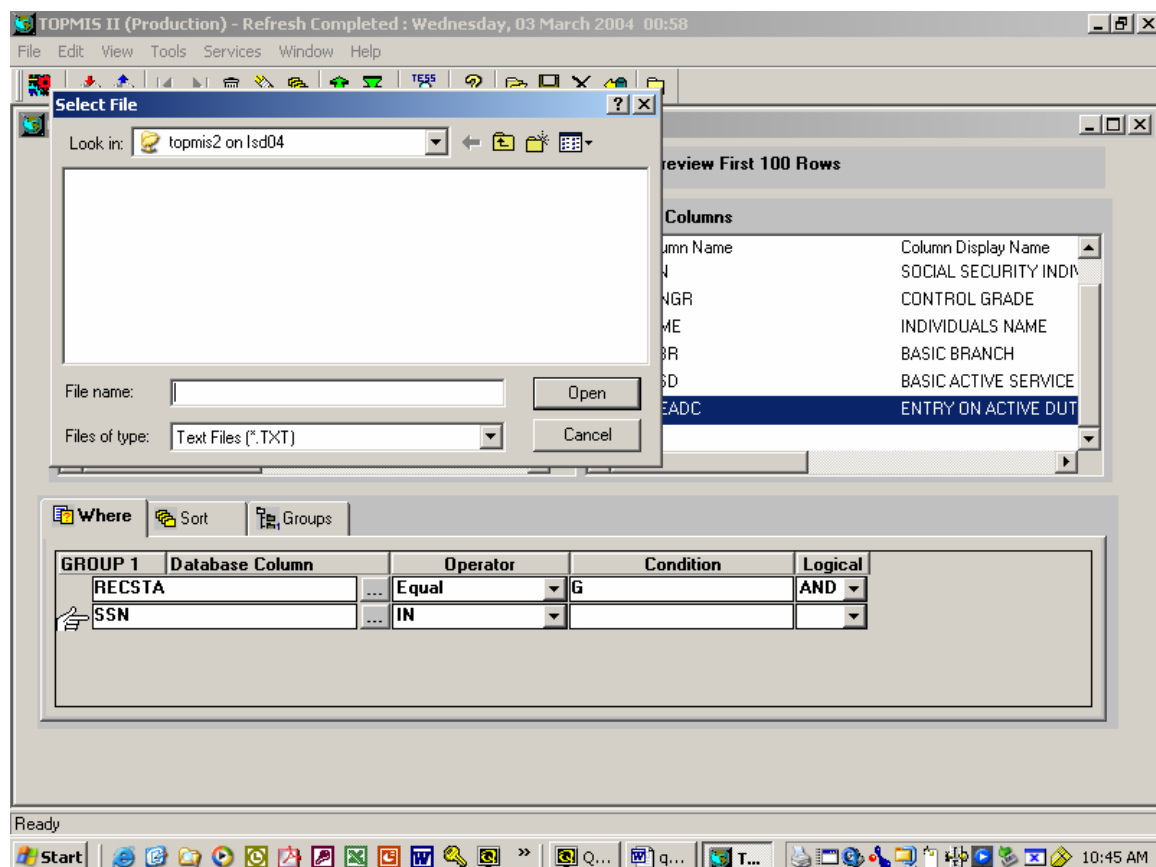
Note: Click on the down arrow on the left hand side of the user name, to review other user's public query.



Delete - deletes an existing query



Run - runs an existing query, the query must be displayed on your screen

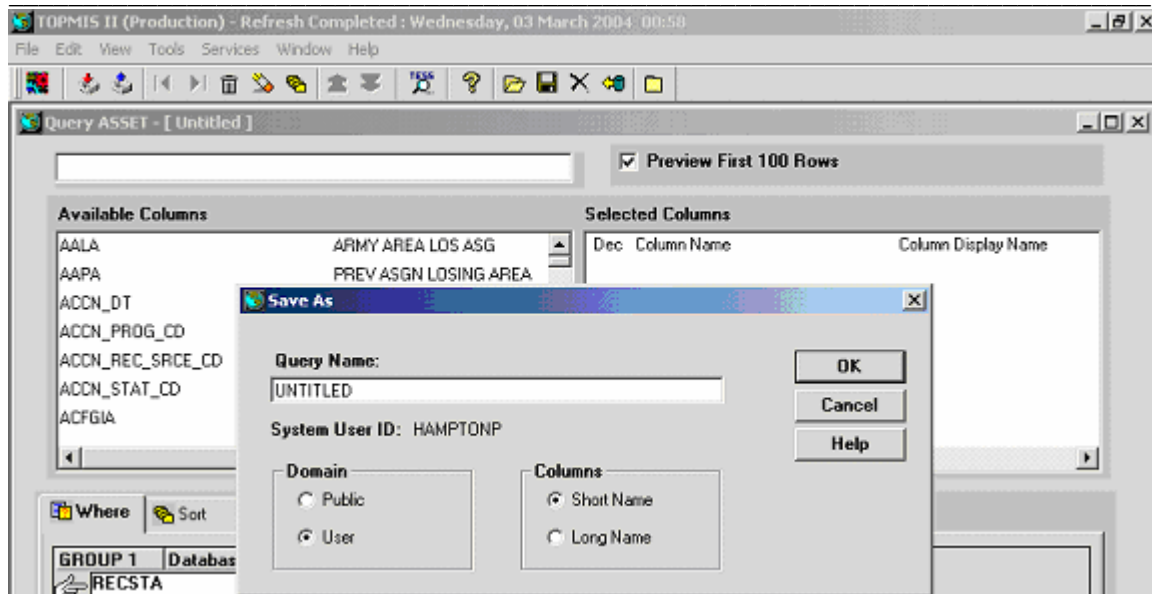


Import Data - imports i.e., social security numbers into the condition area

Close – close the query window

TOPMIS II TRAINING MANUAL

Overview ASSET II Query System



Save – updates an existing query

Save As - saves a new query

Domain

Private - saves your query in your library

User - saves your query in the public library

Columns

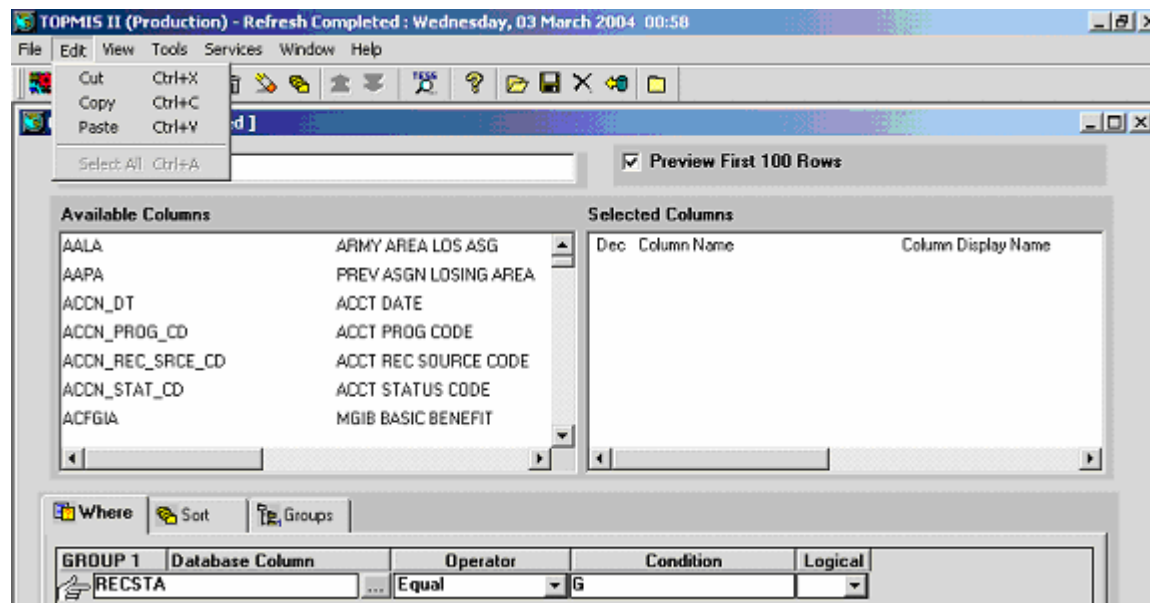
Short Name Maximum 40 characters

Long Name

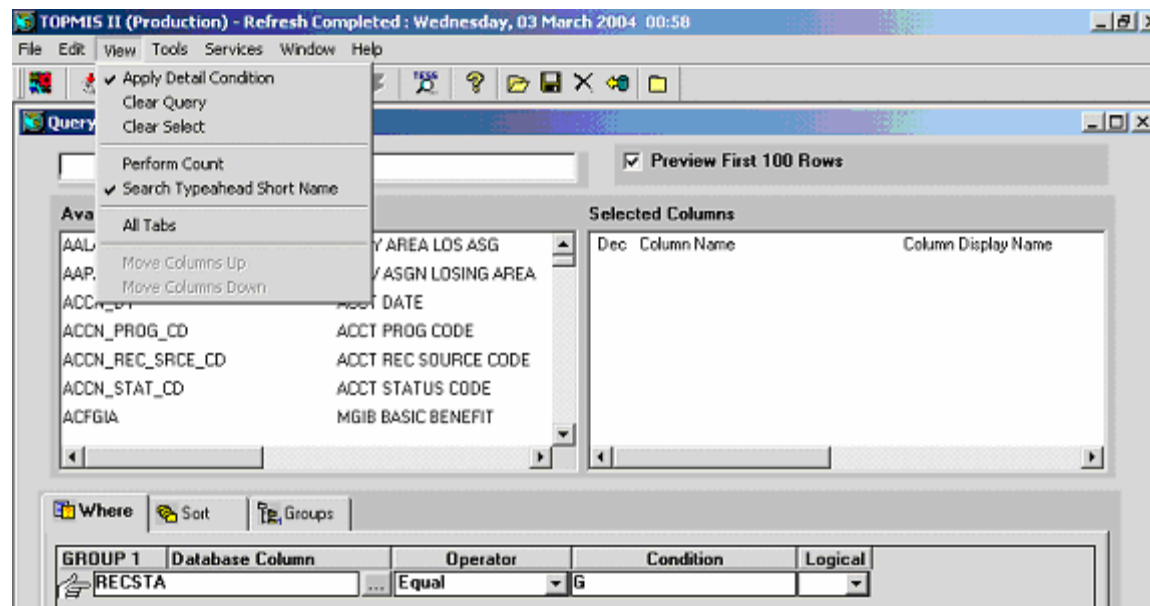
Exit – exit you out of TOPMIS II

TOPMIS II TRAINING MANUAL

Overview ASSET II Query System

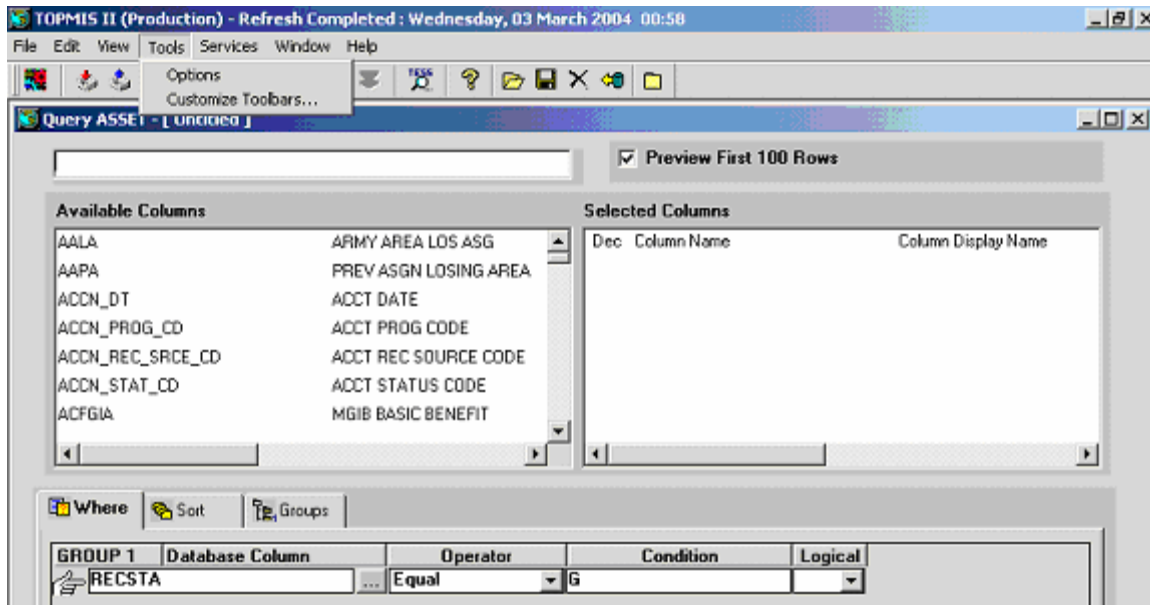


Edit - the cut, copy and paste features will allow you to cut, copy and paste information from Asset II or from a document, such as word or excel.



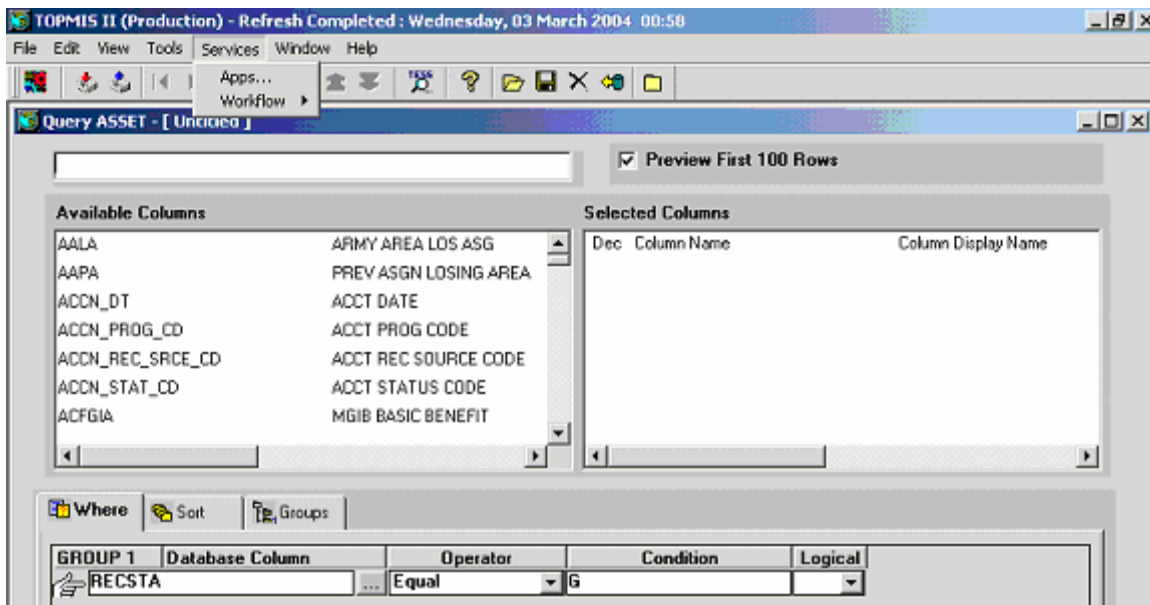
- **View**
 - **Apply Detail Condition** -
 - Default – activated with check
 - uncheck to deactivate
 - **Clear Query**
 - **Clear Select** – selected column window
 - **Perform Count** - print totals
 - Default – inactive no check
 - check to activate
 - **Search Typeahead Short Name**

- Default – activate with check - type data element name in the Query title bar.
Uncheck to activate - type the long name in the Query title bar.
- All Tabs
Default – activate with check - Displays all the Options available in the condition area
Uncheck to activate



Tools

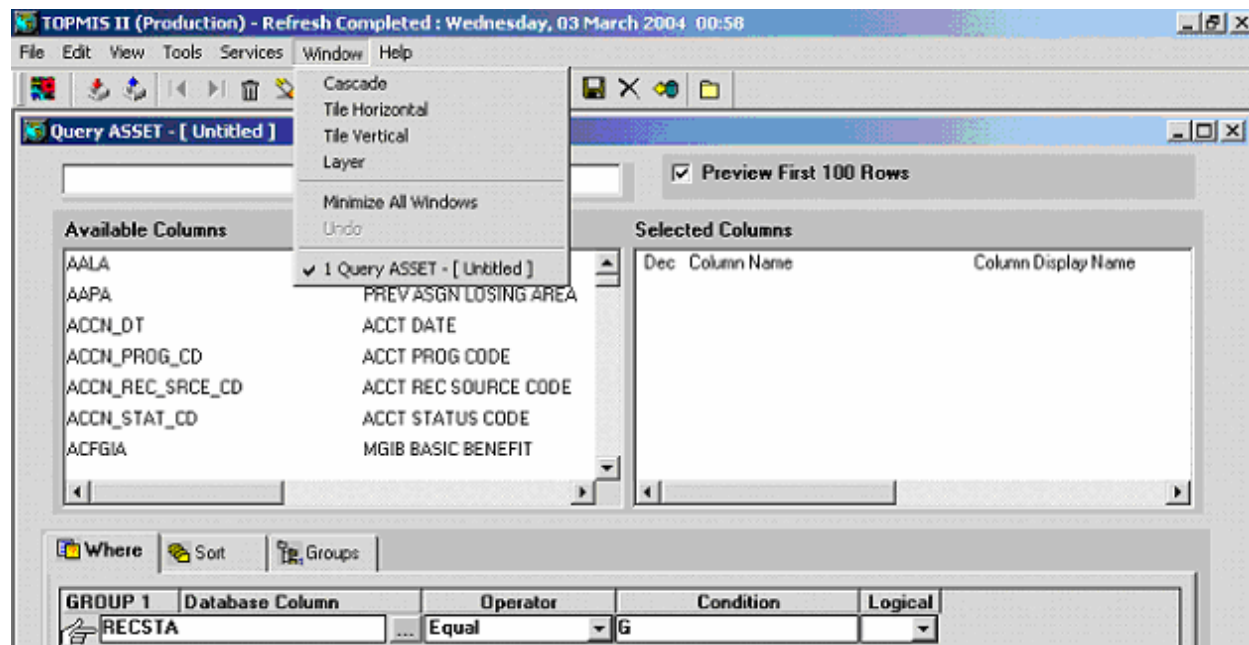
- **Options** - user profile
- **Customize Toolbar**



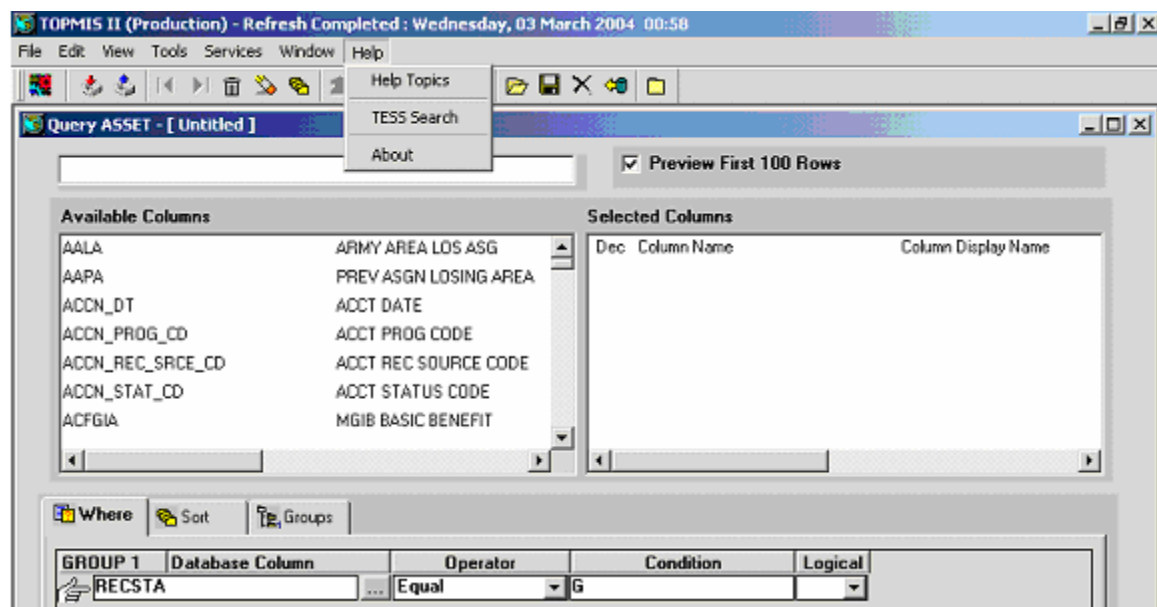
Services

- **Apps** - Application Service Menu
- **Workflow** - Mail System
 - **Inbox**
 - **Outbox**
- **Autoforward**

Overview ASSET II Query System

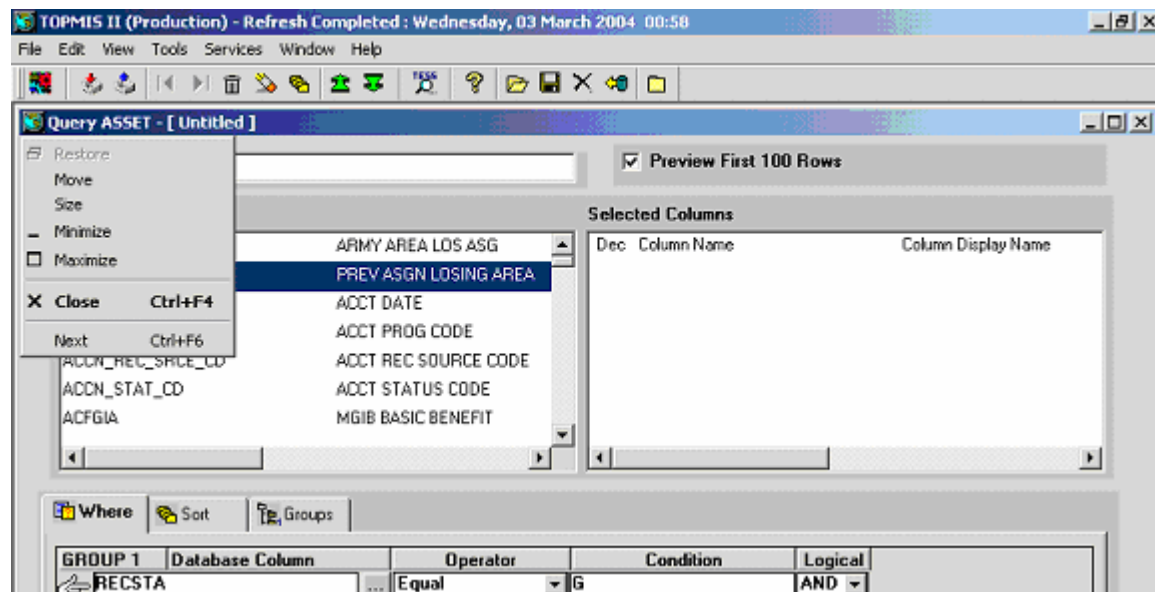


- **Window**
 - Standard Window features
 - Cascade
 - Tile Horizontal
 - Tile Vertical
 - Layer
 - Minimize all Windows
 - Numbered list of open windows in the application

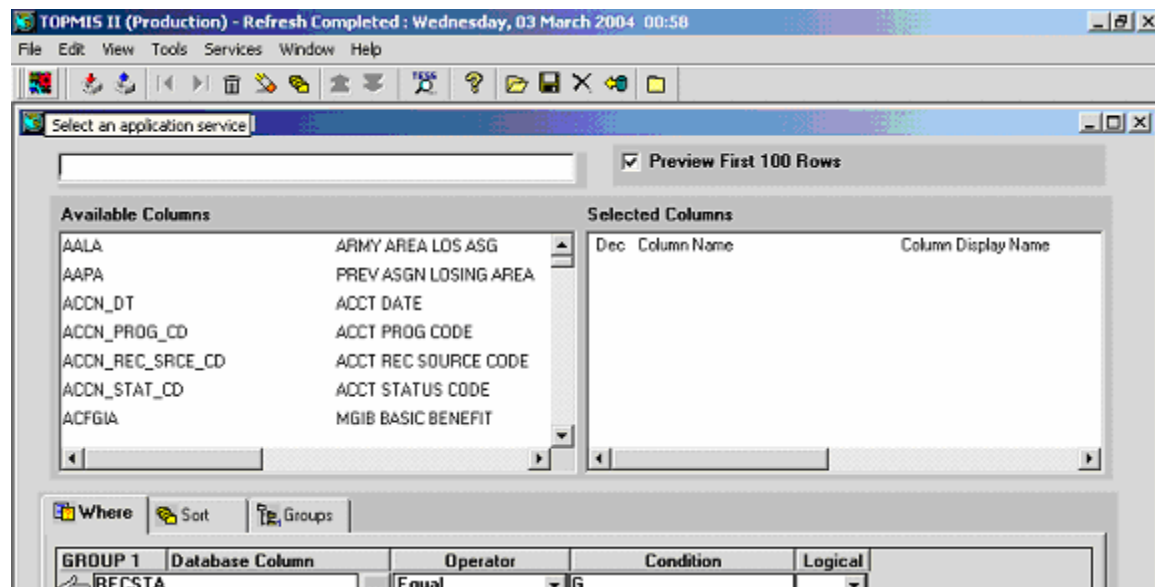


- **Help**
 - Help Topics
 - **TESS Search – TOPMIS Data Dictionary**
 - What's New
 - About

Overview ASSET II Query System

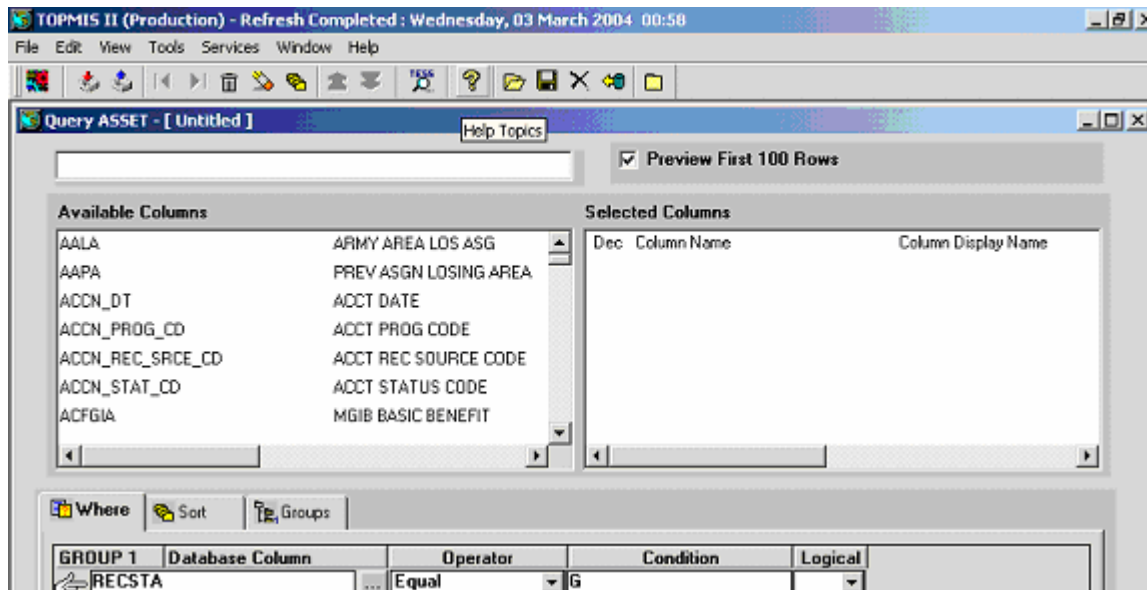


- **Application Maximize, Minimize & Exit Buttons** - top right and left hand corner
- **Areas Unique to Query System – Asset II**



- **SmartIcon**
 - **Apps** - Application Service Menu
 - **Open Inbox** – mail box
 - **Open Outbox** – mail box
 - **Search Up** - use when Typeahead shortname is deactivated
 - **Search Down** - use when Typeahead shortname is deactivated
 - **Clear Query** – clears the query screen
 - **Clear Select** – clears the selected column window
 - **Sort Columns** – sort data
 - **Move Columns Up** –
 - move data in the selected column window

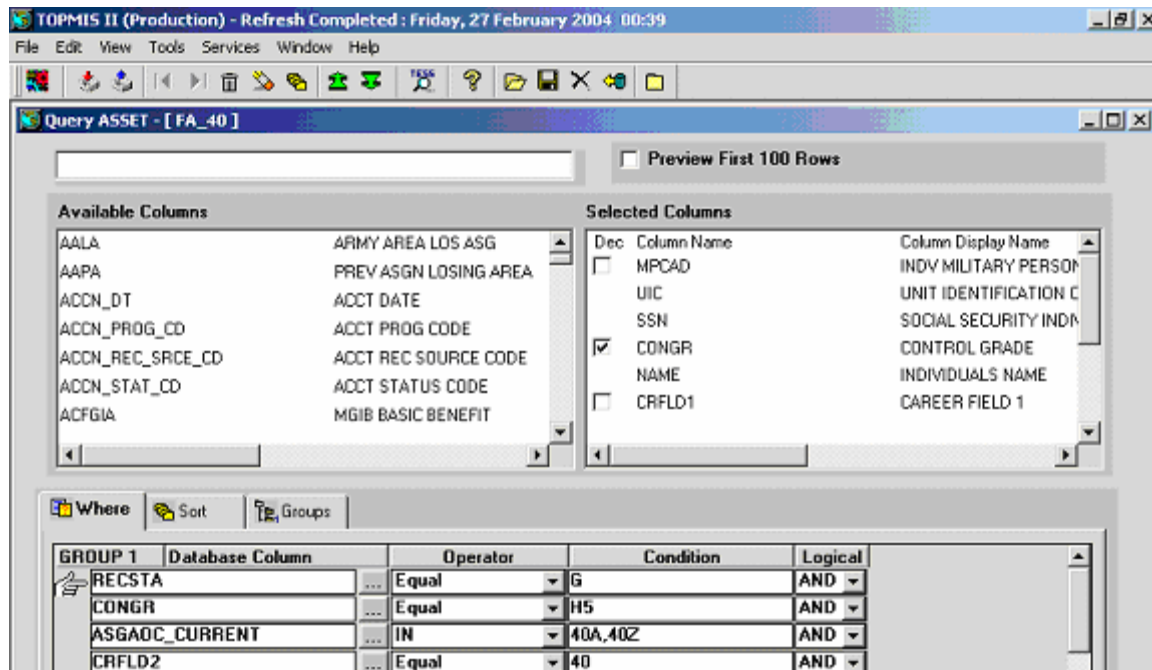
- **Move Columns Down**
- move data in the selected column window
- **TESS Search** – right click on data element to access



- **Help**
- **Open Folder** – Opens a Query
- **Save**
- **Delete**
- **Run** – runs a query
- **Close** – close a query
- **Status Bar** – bottom of screen

TOPMIS II TRAINING MANUAL

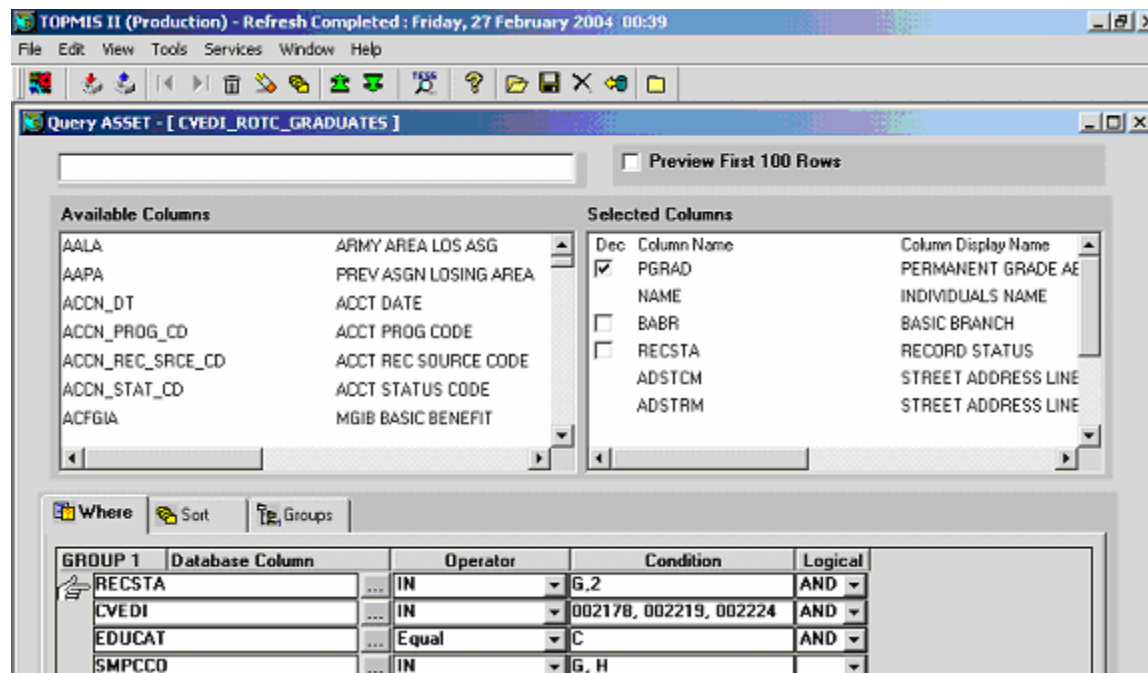
Overview ASSET II Query System



- **Query Title Bar**
- **Preview First 100 Rows** – preview 100 records
- **Query Selection Area**
 - **Available Columns Window** – contains all data elements
 - **Selected Columns Window** – contains data elements you select to run your query
 - **Decode** – displays long name on your report by clicking in the box on the left hand side of the data element name in the Selected Column Window

TOPMIS II TRAINING MANUAL

Overview ASSET II Query System



- **Query Condition Builder Area**
 - **Where**
 - **Sort** - sorts the order of the data elements displayed on your report
 - **Syntax** - Select "View – All Tabs" from the menu bar to display
 - **Plan** - Select "View – All Tabs" from the menu bar to display
 - **Groups** - used for complex queries

▪ **Group 1**

- **Database Column** - data can be added in the following manner;
 - Type the data element name in the database column field or
 - Access TAPDB-AO data elements from the Selection Window or the Available Column Window by clicking on the data element name and dragging the data element to the Database Column name field or
 - <Click> on the 3 dots on the left hand side of the Operator Field
 - Type the data element name or the data element name long name in the Where_qry_cond_tx_typehead window and click on [select] to display the data element you are looking for
- **Operators** - phrases used to determine a particular course of action, refer to hand-out
- **Condition** - contains data elements values, codes, dates and/or phrases, i.e., **null**.
- **Logical** - connector, this feature will allow you to add a line
 - AND
 - OR
 - To delete a line do a right <click> to delete a line, to add a line back you must right <click> again and <click> on add. After you add the line back you can use the logical connectors again.
- **Run Query**
 - <Click> on the run icon to execute your query.
 - Located next to the closed folder icon.

TOPMIS II TRAINING MANUAL

Overview ASSET II Query System

TOPMIS II (Production) - Refresh Completed : Friday, 27 February 2004 00:39

File Edit View Tools Services Window Help

Query Results ASSET - [CVEDI_ROT_C_GRADUATES] 16:14:34

MPCAD	PGRAD	NAME	BABR	RECSTA	ADSTCM	ADSTRM	ADCTYM	ADST	ADZIPM
O	LTC	MUSUD	G	APPT #305	692 RIDGE	LANSING	NY	14862	MA, MIT, CAMBRIDGE
O	COL	CALCMC	G		5674 SINGLE	FREDERICK	MD	21701000	MA, MIT, CAMBRIDGE
O	MAJ	THOIQM	G	BOX 2044	CMR 480	APD		09128000	MA, WELLESLEY COL, MA
O	CPT	THOIEH	G	CMR 457 BOX 1318	09 EN BN	HHCAPD		09033000	MA, TUFTS U, MEDFORD
O	CPT	FEDEMS	G		103 TAYBRID	DOETHAN	AL	36305000	MA, TUFTS U, MEDFORD
O	CPT	BLACSC	2		10 ELLERY ST	CAMBRIDGE	MA	02138000	MA, MIT, CAMBRIDGE
O	CPT	WAGMC	2		116 MILLV	MENDON	MA	01756	MA, TUFTS U, MEDFORD
O	CPT	FANTDE	G		114 SOUTH C	CARTHAGE	NY	13619000	MA, TUFTS U, MEDFORD
O	MAJ	STAMMS	2	CMR 442, BOX 985	58 APPLETON	ARLINGTON	MA	02174	MA, MIT, CAMBRIDGE
O	1LT	MITSSP	G		3711 RIDGE	CAUGUSTA	GA	30907000	MA, TUFTS U, MEDFORD
O	LTC	BEDEICM	G		2000 S. EADS	ARLINGTON	VA	22202000	MA, MIT, CAMBRIDGE
O	COL	ROSESF	G	CMR 420 BOX 2678	HQ USAREUR	APO AE		09063000	MA, TUFTS U, MEDFORD
O	LTC	ALMEIAV	G		228-B LEE AVE	FORT MEYER	VA	22211000	MA, MIT, CAMBRIDGE
O	LTC	BOISSIN	G		124 CANBY RD	WAHIAWA	HI	96786000	MA, TUFTS U, MEDFORD
O	MAJ	CASSAV	G	CMR 420, BOX 881	HQ, U'R	CMR	NY	09063	MA, TUFTS U, MEDFORD
O	CPT	CULLAV	G		6973 CABRI	COLORADO SPRING	CO	80918000	MA, TUFTS U, MEDFORD
O	MAJ	KARGMS	2		62 CREST RD	WELLESLEY	MA	02482	MA, TUFTS U, MEDFORD

Starting time: 16:14 Ending time: 16:14 95 Total Combined Rows

Query Asset Result Window

TOPMIS II (Production) - Refresh Completed : Wednesday, 03 March 2004 00:58

File Edit View Tools Services Window Help

Close Print... Ctrl+P Printer Setup... Exit

Query Results ASSET - [CVEDI_ROT_C_GRADUATES] 11:00:33

MPCAD	PGRAD	NAME	BABR	RECSTA	ADSTCM	ADSTRM	ADCTYM	ADST	ADZIPM
00E0	LTC	MUSUD	G	APPT #305	692 RIDGE	LANSING	NY	14862	MA, MIT, CAMBRIDGE
00E0	COL	CALCMC	G		5674 SINGLE	FREDERICK	MD	21701000	MA, MIT, CAMBRIDGE
00E0	MAJ	THORQM	G	BOX 2044	CMR 480	APD		09128000	MA, WELLESLEY COL, MA
01C0	CPT	THOMEN	G	CMR 457 BOX 1318	09 EN BN	APD		09033000	MA, TUFTS U, MEDFORD
0110	CPT	FEDEFMS	G		103 TAYBRID	DOETHAN	AL	36305000	MA, TUFTS U, MEDFORD
0120	CPT	BLACSC	2		10 ELLERY	CAMBRIDGE	MA	02138000	MA, MIT, CAMBRIDGE
01E0	CPT	WAGMC	2		116 MILLV	MENDON	MA	01756	MA, TUFTS U, MEDFORD
01E0	CPT	FANTDE	G		114 SOUT	CARTHAGE	NY	13619000	MA, TUFTS U, MEDFORD
0210	MAJ	STAMMS	2	CMR 442, BOX 985	58 APPLE	ARLINGTON	MA	02174	MA, MIT, CAMBRIDGE
02E0	1LT	MITSCSP	G		3711 RIDGE	AUGUSTA	GA	30907000	MA, TUFTS U, MEDFORD
02E0	LTC	BEDEICM	G		2000 S. E	ARLINGTON	VA	22202000	MA, MIT, CAMBRIDGE
02E0	COL	ROSE SF	G	CMR 420 BOX 2678	HQ USARE	APO AE		09063000	MA, TUFTS U, MEDFORD
02E0	LTC	ALMEIAV	G		228-B LEE	FORT MEYER	VA	22211000	MA, MIT, CAMBRIDGE
02E0	LTC	BOISSIN	G		124 CANB	WAHIAWA	HI	96786000	MA, TUFTS U, MEDFORD
03C0	LTC	CASSIAV	G	CMR 420, BOX 881	HQ, U'R	CI	NY	09063	MA, TUFTS U, MEDFORD
03C0	CPT	CULLIAV	G		6973 CAB	COLORADO SPRING	CO	80918000	MA, TUFTS U, MEDFORD
03C0	MAJ	KARGMS	2		62 CREST	WELLESLEY	MA	02482	MA, TUFTS U, MEDFORD

- File Option
 - Close
 - Print
 - Printer Setup
 - Exit

TOPMIS II TRAINING MANUAL

Overview ASSET II Query System

TOPMIS II (Production) - Refresh Completed : Wednesday, 03 March 2004 00:58

File Edit View Tools Services Window Help

Cut
Copy
Paste
Find...
Select All Rows
Deselect All Rows

ROTCH GRADUATES] 11:04:07

BR	RECSTA	ADSTCM	ADSTRM	ADCTYM	S	ADZIPM	
000	G	APPT #305	692 RIDGE RD LANSING	N	14882	MA, MIT, CAMBRIDGE	
008	G		5674 SINGLE FREDERICK	M	21701000	MA, MIT, CAMBRIDGE	
0080	MAJ	THORNER PAIGEOM	CMR 480	APO	09128000	MA, WELLESLEY COL, MA	
0100	CPT	THOMPSON DWIEN	CMR 457 BOX 1318	09 EN BN HH APO	09033000	MA, TUFTS U, MEDFORD	
0110	CPT	FEDERICO MASS MS		103 TAYBRID OOTHAN	A	36305000	MA, TUFTS U, MEDFORD
0120	CPT	BLACKBURN SOCS		10 ELLERY ST CAMBRIDGE	M	02139000	MA, MIT, CAMBRIDGE
0150	CPT	WAGNER TIMOT MC		116 MILLVILL MENDON	M	01756	MA, TUFTS U, MEDFORD
0180	CPT	FANTASIA MATTIDE		114 SOUTH C CARTHAGE	N	13619000	MA, TUFTS U, MEDFORD
0210	MAJ	STAMIDES ALLIS MS	CMR 442, BOX 985	58 APPLETON ARLINGTON	M	02174	MA, MIT, CAMBRIDGE
0250	1LT	MITSCH SARAH /SP		3711 RIDGE C AUGUSTA	G	30907000	MA, TUFTS U, MEDFORD
0260	LTC	BEDELL CYNTHU CM		2000 S. EADS ARLINGTON	V	22202000	MA, MIT, CAMBRIDGE
0280	COL	ROSENGARD MAS F	CMR 420 BOX 2678	HQ USAREU APO AE	09063000	MA, TUFTS U, MEDFORD	
0280	LTC	ALMEIDA PEDRO AV		228-B LEE AV FORT MEYER	V	22211000	MA, MIT, CAMBRIDGE
0290	LTC	BOISSELLE JAMEIN		124 CANBY RI WAHI AWA	H	96785000	MA, TUFTS U, MEDFORD
0300	LTC	CASSIDY ROBER AV	CMR 420, BOX 881	HQ, U R CMR	N	09063	MA, TUFTS U, MEDFORD
0300	CPT	CULLINAN BREN AV		6973 CABRIO COLORADO SPRING	C	80918000	MA, TUFTS U, MEDFORD
0330	MAJ	KARGE WILLIAM MS		62 CREST RD WELLESLEY	M	02482	MA, TUFTS U, MEDFORD

Edit Option

- **Cut, Copy, Paste** – allows you to copy results into excel or word.

TOPMIS II (Production) - Refresh Completed : Wednesday, 03 March 2004 00:58

File Edit View Tools Services Window Help

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Find... Ctrl+F
Select All Rows
Deselect All Rows

ROTC_GRADUATES] 12:23:02

B RECSTA
CVEDI
DG MA, M I T, CAMBRIDGE

Find where Ssn
Find what 99999999
Search Down
Match Case

Find Next
Cancel
Help

0080	MAJ	THORNER PAIGEOM	CMR 480	APO	09128000	MA, WELLESLEY COL, MA
0100	CPT	THOMPSON DWIEN	CMR 457 BOX 1318	09 EN BN HH APO	09033000	MA, TUFTS U, MEDFORD
0110	CPT	FEDERICO MASS MS		103 TAYBRID OOTHAN	A	36305000
0120	CPT	BLACKBURN SOCS		10 ELLERY ST CAMBRIDGE	M	02139000
0150	CPT	WAGNER TIMOT MC		116 MILLVILL MENDON	M	01756
0180	CPT	FANTASIA MATTIDE		114 SOUTH C CARTHAGE	N	13619000
0210	MAJ	STAMIDES ALLIS MS	CMR 442, BOX 985	58 APPLETON ARLINGTON	M	02174
0250	1LT	MITSCH SARAH /SP		3711 RIDGE C AUGUSTA	G	30907000
0260	LTC	BEDELL CYNTHU CM		2000 S. EADS ARLINGTON	V	22202000
0280	COL	ROSENGARD MAS F	CMR 420 BOX 2678	HQ USAREU APO AE	09063000	MA, TUFTS U, MEDFORD
0280	LTC	ALMEIDA PEDRO AV		228-B LEE AV FORT MEYER	V	22211000
0290	LTC	BOISSELLE JAMEIN		124 CANBY RI WAHI AWA	H	96785000
0300	LTC	CASSIDY ROBER AV	CMR 420, BOX 881	HQ, U R CMR	N	09063
0300	CPT	CULLINAN BREN AV		6973 CABRIO COLORADO SPRING	C	80918000
0330	MAJ	KARGE WILLIAM MS		62 CREST RD WELLESLEY	M	02482

- **Find** – allows you to find the next occurrence of the data element you have identified in your selection criteria
- **Binocular Icon**

Overview ASSET II Query System

TOPMIS II (Production) - Refresh Completed : Wednesday, 03 March 2004 00:58

File Edit View Tools Services Window Help

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Find... Ctrl+F

ROTC_GRADUATES] 11:04:07

SSN	TA	ADSTCM	ADSTRM	ADCTYM	S	ADZIPM
007		APPT #305	692 RIDGE RD	LANSING	N14882	MA, M I T, CAMBRIDGE
008			5674 SINGLE	FREDERICK	M21701000	MA, M I T, CAMBRIDGE
0080	MAJ THORNQM	G BOX 2044	CMR 480	APO	09128000	MA, WELLESLEY COL, MA
0100	CPT THOMFEN	G CMR 457 BOX 1318	09 EN BN HH	APO	09033000	MA, TUFTS U, MEDFORD
0110	CPT FEDERMS	G	103 TAYBRID	DOOTHAN	A136305000	MA, TUFTS U, MEDFORD
0120	CPT BLACKISC	2	10 ELLERY ST	CAMBRIDGE	M02138000	MA, M I T, CAMBRIDGE
0150	CPT WAGNIMC	2	116 MILLVILL	MENDON	M01756	MA, TUFTS U, MEDFORD
0180	CPT FANTAIDE	G	114 SOUTH C	CARTHAGE	N13619000	MA, TUFTS U, MEDFORD
0210	MAJ STAMIMS	2 CMR 442, BOX 985	58 APPLETON	ARLINGTON	M02174	MA, M I T, CAMBRIDGE
0250	1LT MITSCHSP	G	3711 RIDGE	AUGUSTA	G30907000	MA, TUFTS U, MEDFORD
0260	LTC BEDELICM	G	2000 S. EADS	ARLINGTON	V22202000	MA, M I T, CAMBRIDGE
0280	COL ROSENSF	G CMR 420 BOX 2678	HQ USAREUF	APO AE	09063000	MA, TUFTS U, MEDFORD
0280	LTC ALMEICAV	G	228-B LEE AV	FORT MEYER	V22211000	MA, M I T, CAMBRIDGE
0290	LTC BOISSEIN	G	124 CANBY R	WAHIAWA	H196786000	MA, TUFTS U, MEDFORD
0300	LTC CASSICAV	G CMR 420, BOX 881	HQ, U/R CMR		N09063	MA, TUFTS U, MEDFORD
0300	CPT CULLINAV	G	6973 CABRIO	COLORADO SPRING	C080918000	MA, TUFTS U, MEDFORD
0330	MAJ KARGEIMS	2	62 CREST RD	WELLESLEY	M02482	MA, TUFTS U, MEDFORD

Select All Rows – will allow you to highlight and select all your data to download to excel, ORB, ORD, RFO, DAPMIS Photo, etc.

Square Icon

TOPMIS II (Production) - Refresh Completed : Wednesday, 03 March 2004 00:58

File Edit View Tools Services Window Help

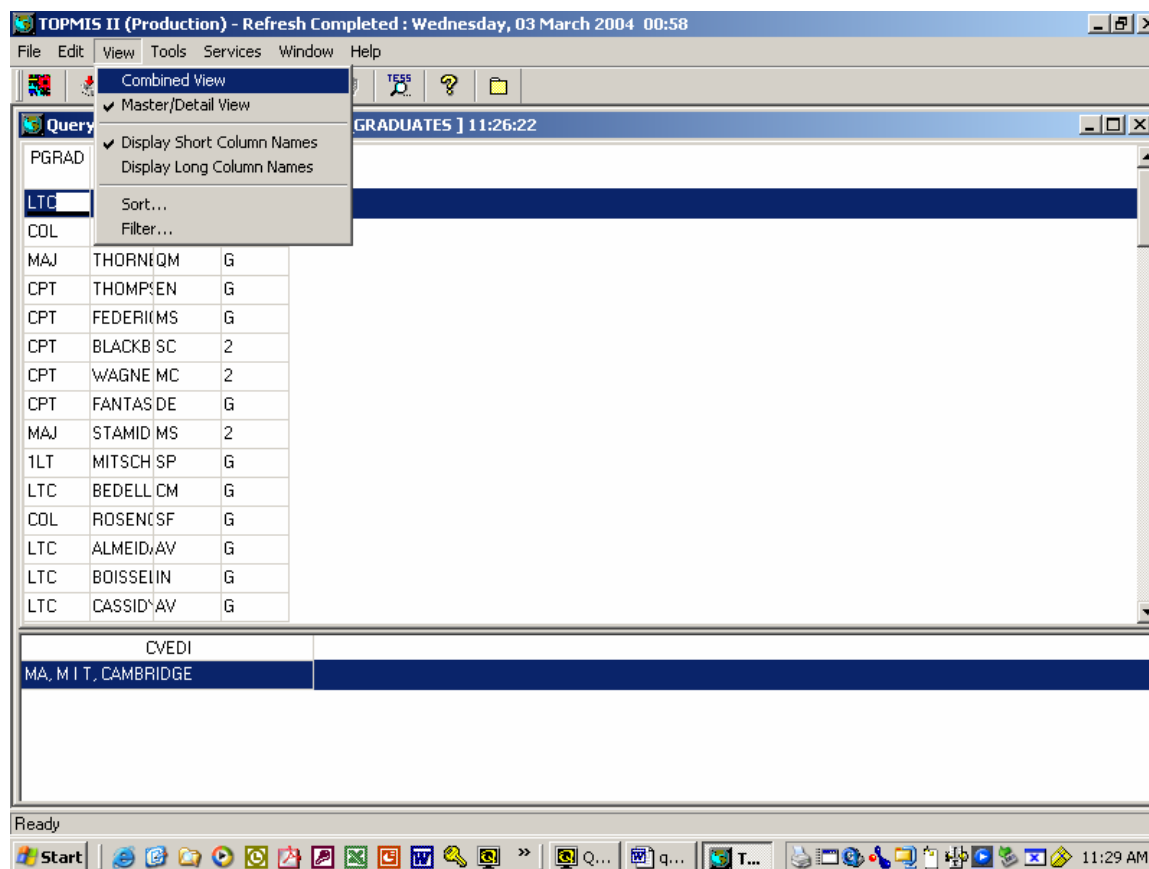
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Find... Ctrl+F

ROTC_GRADUATES] 11:04:07

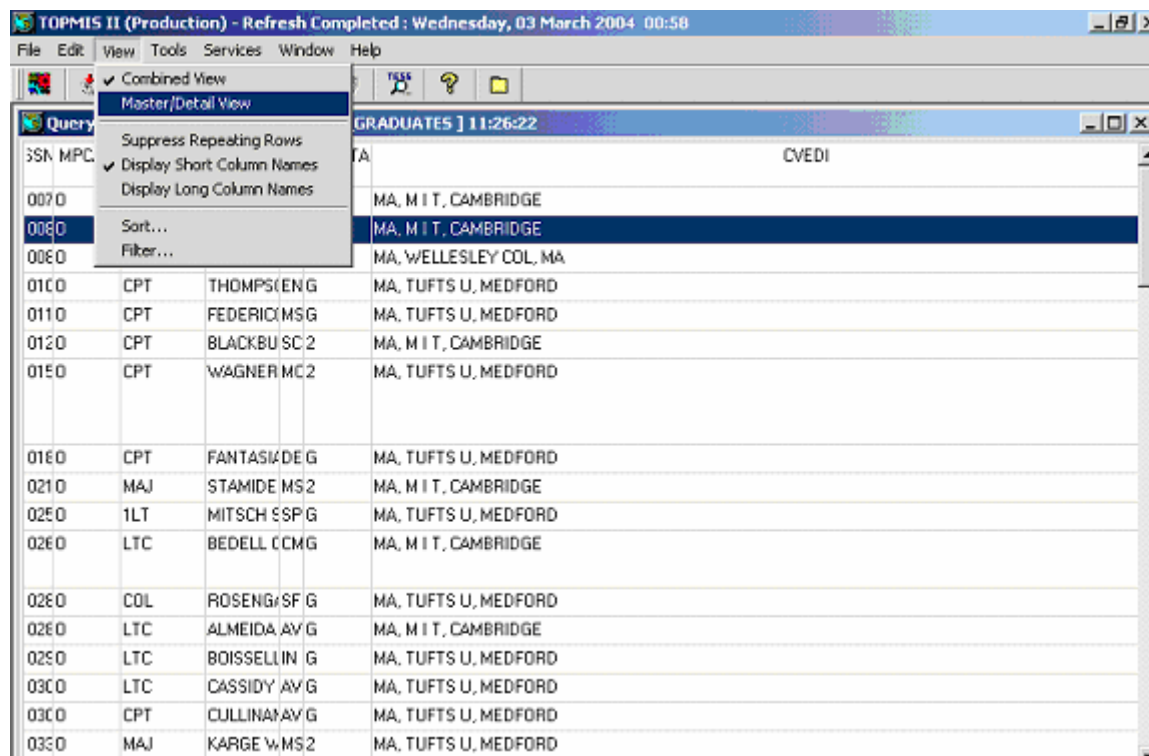
SSN	TA	ADSTCM	ADSTRM	ADCTYM	S	ADZIPM
007		APPT #305	692 RIDGE RD	LANSING	N14882	MA, M I T, CAMBRIDGE
008			5674 SINGLE	FREDERICK	M21701000	MA, M I T, CAMBRIDGE
0080	MAJ THORNQM	G BOX 2044	CMR 480	APO	09128000	MA, WELLESLEY COL, MA
0100	CPT THOMFEN	G CMR 457 BOX 1318	09 EN BN HH	APO	09033000	MA, TUFTS U, MEDFORD
0110	CPT FEDERMS	G	103 TAYBRID	DOOTHAN	A136305000	MA, TUFTS U, MEDFORD
0120	CPT BLACKISC	2	10 ELLERY ST	CAMBRIDGE	M02138000	MA, M I T, CAMBRIDGE
0150	CPT WAGNIMC	2	116 MILLVILL	MENDON	M01756	MA, TUFTS U, MEDFORD
0180	CPT FANTAIDE	G	114 SOUTH C	CARTHAGE	N13619000	MA, TUFTS U, MEDFORD
0210	MAJ STAMIMS	2 CMR 442, BOX 985	58 APPLETON	ARLINGTON	M02174	MA, M I T, CAMBRIDGE
0250	1LT MITSCHSP	G	3711 RIDGE	AUGUSTA	G30907000	MA, TUFTS U, MEDFORD
0260	LTC BEDELICM	G	2000 S. EADS	ARLINGTON	V22202000	MA, M I T, CAMBRIDGE
0280	COL ROSENSF	G CMR 420 BOX 2678	HQ USAREUF	APO AE	09063000	MA, TUFTS U, MEDFORD
0280	LTC ALMEICAV	G	228-B LEE AV	FORT MEYER	V22211000	MA, M I T, CAMBRIDGE
0290	LTC BOISSEIN	G	124 CANBY R	WAHIAWA	H196786000	MA, TUFTS U, MEDFORD
0300	LTC CASSICAV	G CMR 420, BOX 881	HQ, U/R CMR		N09063	MA, TUFTS U, MEDFORD
0300	CPT CULLINAV	G	6973 CABRIO	COLORADO SPRING	C080918000	MA, TUFTS U, MEDFORD
0330	MAJ KARGEIMS	2	62 CREST RD	WELLESLEY	M02482	MA, TUFTS U, MEDFORD

Deselect All Rows – allow you to deselect the data

Overview ASSET II Query System



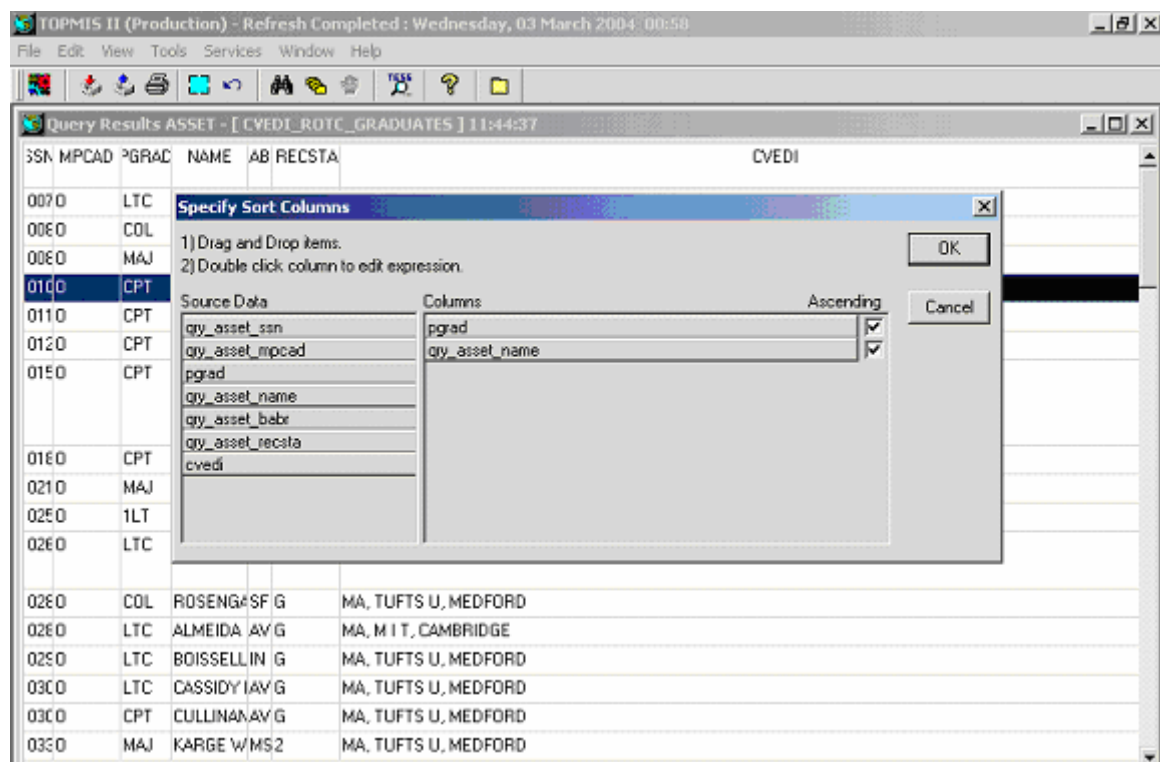
Combine View – combine all of the officer's data on one line



Master Detail/View – this the opposite of combine view

Display Long Column Name – displays the long name as a header name, i.e., *Civilian Education School*

Sort –Allows you to sort as many data elements (source data) as you would like



Sort – click on the source data and drag it to the columns area, select ascending or descending. The default is ascending

Filter – not available

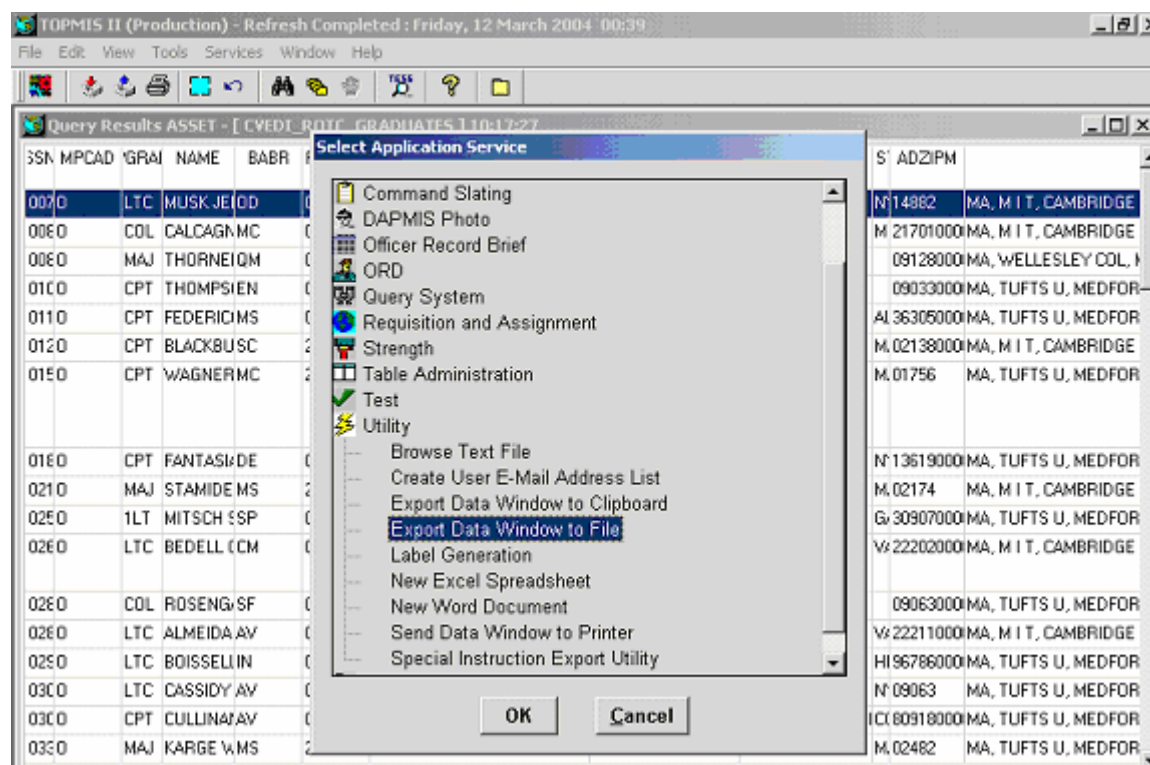
TOPMIS II TRAINING MANUAL

Overview ASSET II Query System

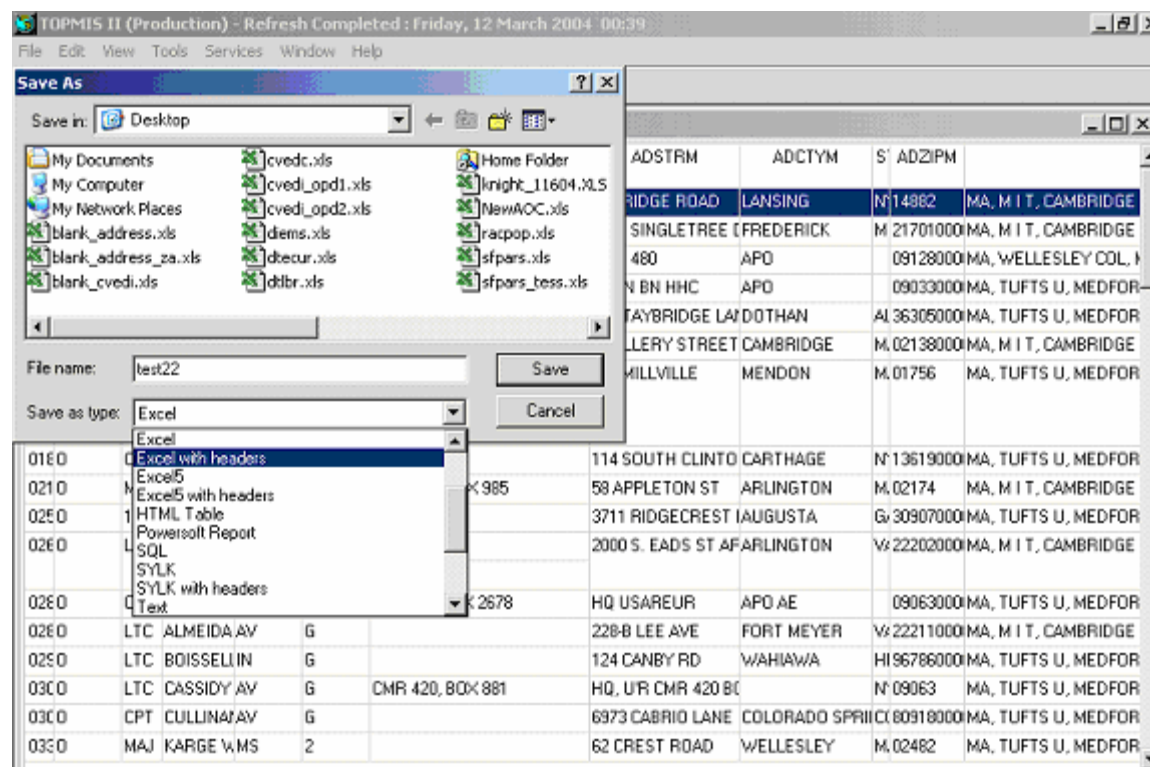
TOPMIS II (Production) - Refresh Completed : Wednesday, 03 March 2004 00:58				
File Edit View Tools Services Window Help				
Query Results ASSET - [CVEDI_ROTCHalt CombinedView:35:34				
PGRAD	NAME	BABR	RECSTA	
LTC	MUSK JEFFOD	G		
COL	CALCAGNI MC	G		
MAJ	THORNER QM	G		
CPT	THOMPSON EN	G		
CPT	FEDERICO MS	G		
CPT	BLACKBUR SC	2		
CPT	WAGNER TMC	2		
CPT	FANTASIA IDE	G		
MAJ	STAMIDES MS	2		
1LT	MITSCH SASP	G		
LTC	BEDELL CYCM	G		
COL	ROSENGA FSF	G		
LTC	ALMEIDA PAV	G		
LTC	BOISSELLE IN	G		
LTC	CASSIDY RAV	G		
CVEDI				
MA, M I T, CAMBRIDGE				

Halt Combine/View Icon – Hand Icon - Stop your query result from running

Downloading data to Excel

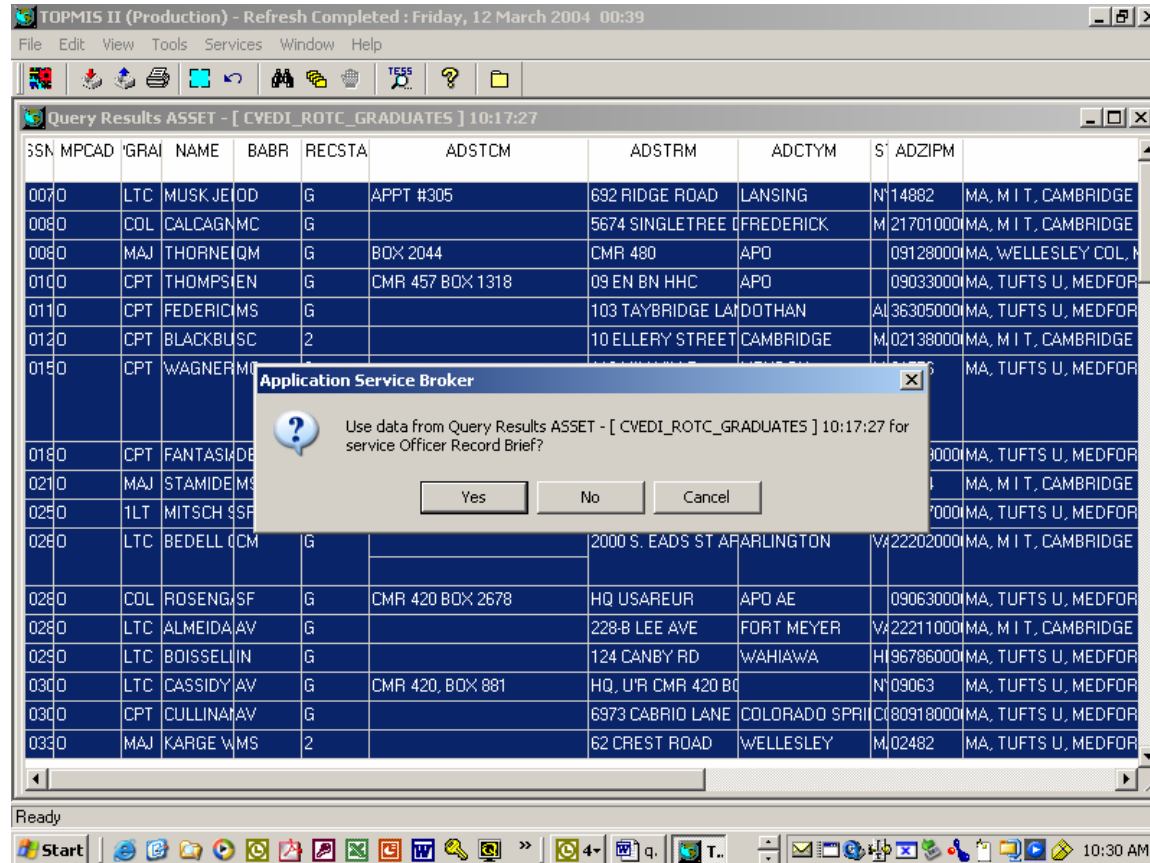


- Downloading Query Result Asset to Excel
- <Click> on the APS icon
- Double <click> on Export Data Window To File



- Type the [File Name]
- Select [Excel with headers]
- [Click] on Save

Downloading Data to Run ORBS



- <Click> on Edit and Select All Rows
- <Click> on the APS icon
- Double <click> on ORB
- In the Application Service Broker Window <click> on [yes]

If you would like to run ORBs on the records

Note: If you would like to select various records, you must highlight your selection by pressing control and <click>. To select a group of records <click> on your first selected record and press the [shift] key and <click> on the last record of your selection group.

The same rules apply to ORB, RFO, ORD, DAPMIS Photo and Labels

EXERCISE 1

(Screen Shot can be found on page 56)

Selected Columns Window

- A. Select **Preview First 100 Rows**.
- B. Select the following data elements from the Available Columns Window and move them to the Selected Columns Window:

<u>Data Element Name</u>	<u>Description Name</u>
NAME	Name
SSN	Social Security Number
PSC	Military Personnel - select current duty unit [A1]
ADCTYM	Address City Mail
ADSTCM	Street Address Line 2
ADSTM	State Abbreviation
ADSTRM	Street Address Line 1
ADZIPM	Postal Zip Code

<Click> on the box to the left of the data element name in the selected column window.

- C. Find the data element for permanent grade;
1. <Click> on View.
 2. <Click> on the [Search Typeahead Short Name] line.
 3. Type **[grade]** on the type ahead line.
 4. Select the data element for **permanent grade**.
- D. Add the data element above the **NAME** in your selected columns window.
- E. Move the Street Address Lines 1 and 2, above the Address City Mail.

Condition Area

- A. Select all active duty (**RECSTA**), Captains (**PGRAD**), assigned to Military Personnel (**PSC**), 55th
PSB Det. B SQD, AEUPE-PSB-HBA, APO, AE 09175-0885.
- B. In the Military Personnel Window select **Current Duty Unit [A1]**.
- C. **Run** your Query.

EXERCISE 2

(Screen Shot can be found on page 56)

The following query is a continuation of Exercise no. 1; it will allow you to select active duty Majors and Captains who have a basic branch of Air Defense and are assigned to the 55th PSB Det. B SQD, AEUPE-PSB-HBA, and APO AE 09175-0885.

Selected Column Window

- A. Use the data elements from Exercise 1 in the Selected Column Window.
- B. Select the data element for **Basic Branch**.
- C. **<Click> on the box to the left of the data element name.**

Sort

In the Selected Column Window, move the data element for Basic Branch after SSN.

Condition Area

- A. Change your condition for PGRAD from equal Captains to select Captains and Majors (make sure you change your operator).
- B. Select officers who have a Basic Branch of Air Defense.
- C. **Run** your Query.

Query Result Asset Window

- A. Sort your result set by **PGRAD**.
- B. Download your data to an excel spreadsheet.

DOWNLOAD DATA TO EXCEL

1. **<Click>** on the Select Application Service icon (first icon).
2. **<Click>** on Utility.
3. **<Click>** on Export Window Data to File (field users) or New Excel Spreadsheet (in-house users).
4. Change your [Save as type:] to **xls or excel with headers**.
5. Name your file on the [File name] line.
6. Save your file on your Desktop on your [Save in] line or a file of your choice.

*** Note: make sure you save the file; you will use it later in class.**

EXERCISE 3

(Screen Shot can be found on page 57)

The following query will allow you to download SSNS from a spreadsheet into the condition area and print the information for the data elements that are identified in the selected column window.

Selected Column Window

Control Grade
Name
Military Personnel
Social Security Number
DATE REP-ASGMT-ORDERS
OPMD IARCA - ORDERS

<Click> on the box to the left of the data element name, the [dec] box.

Condition Area

- A. Select active duty Officers and download SSN's from your spreadsheet into the condition area.
- B. Create a line by <clicking> on logical and select [and].
- C. Type [SSN] in the database column field.
- D. Select your **operator**.

Downloading SSNS to the TOPMIS II Query System

- A. Highlight your SSN's, right <click>, <click> on copy.
- B. Bring up your TOPMIS II query, right <click> in the condition field.
- C. <Click> on **Paste**.
- D. **Run** you Query.

*** Note: If the DATE REP-ASGMT-ORDERS and the OPMD IARCA – ORDERS (on orders field) are blank that means that the officers are not on orders.**

EXERCISE 4

(Screen Shot can be found on page 57)

Using the output from Exercise 3, create ORBs for the officers that are on orders.

- A. From the Query Asset Window, sort the data by using the data element for OPMD IARCA – ORDERS (ARPMO_ORDERS).
- B. Highlight the records of the Officers that are on orders.

ASSET II Highlight Feature

- 1. <Click> on your first line of information you want to highlight.
 - 2. Move your mouse down to the last line you want to highlight.
 - 3. Press the [Shift] key and <click>.
- C. <Click> on the Select Application Service icon (first icon).
 - D. Double <Click> on Officer Record Brief (ORB) and double <click> on ORB again.
 - E. <Click> on [yes] on the Application Service Broker dialog box.

EXERCISE 5

Using the output from Exercise 4, create Request for Orders for the officers that are on orders.

- A. Highlight the Officer's name
- B. <Click> on the first icon.
- C. Double <Click> on Requisitions and Assignments.
- D. Double <Click> on Assignment Instructions Viewprint (RFO).
- E. <Click> on [yes] on the Application Service Broker dialog box.

EXERCISE 6

Using the output from Exercise 5, create work address labels for the officers that are on orders.

- A. Highlight the Officer's name
- B. <Click> on the first icon.
- C. <Click> on Utility.
- D. <Click> on Label Generation.
- E. <Click> on the appropriate Select Label Type.
- F. <Click> on OK for the Label Specifications.

EXERCISE 7

(Screen Shot can be found on page 58)

The following query will allow you to count the total number of active duty officers for each PSC and grade.

Selected Columns Window

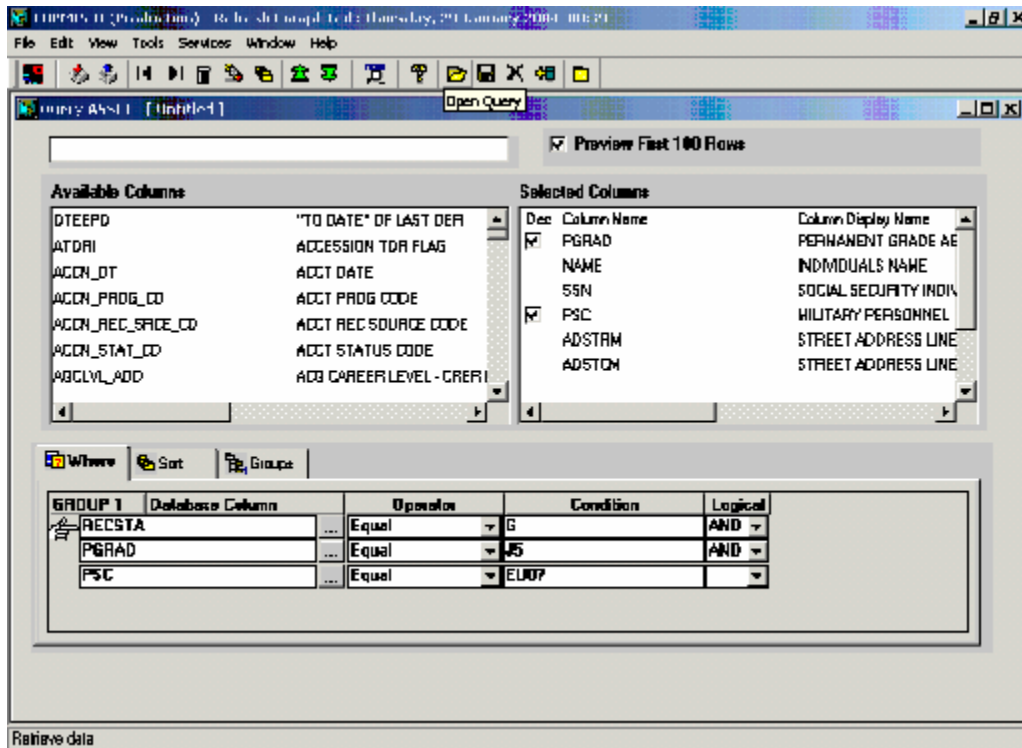
PSC <Click> current duty unit
PGRAD

- A. <Click> on the **DEC** box
- B. <Click> on **preview first 100 rows**.
- C. <Click> on **View** and **Perform Count**.

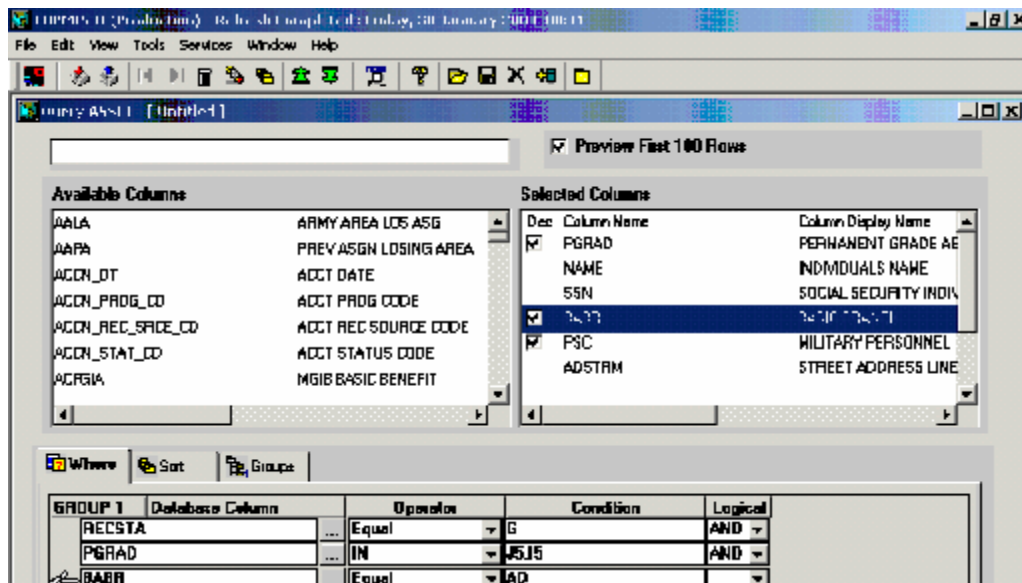
Condition Area

- A. Select all active duty officers.
- B. **Run** your query.

EXERCISE 1 Screen Shot



EXERCISE 2 Screen Shot



EXERCISE 3 Screen Shot

TOPMIS II (Production) - Refresh Completed : Friday, 30 January 2004 00:41

File Edit View Tools Services Window Help

Query ASSET - [Untitled]

☒ Preview First 100 Rows

Available Columns

DTEEPD	"TO DATE" OF LAST OER
ATDRI	ACCESSION TOR FLAG
ACCN_DT	ACCT DATE
ACCN_PROG_CD	ACCT PROG CODE
ACCN_REC_SRCE_CD	ACCT REC SOURCE CODE
ACCN_STAT_CD	ACCT STATUS CODE
AQCLVL_ADD	ACQ CAREER LEVEL - CRER

Selected Columns

Dec	Column Name	Column Display Name
<input checked="" type="checkbox"/>	CONGR	CONTROL GRADE
<input type="checkbox"/>	NAME	INDIVIDUALS NAME
<input checked="" type="checkbox"/>	PSC	MILITARY PERSONNEL
<input type="checkbox"/>	SSN	SOCIAL SECURITY INDIVID
<input type="checkbox"/>	DTRASG_ORDERS	DATE REP-ASGMT - ORDEI
<input checked="" type="checkbox"/>	ARPMAD_CURRENT	OPMD IARCA - CURRENT

Where **Sort** **Groups**

GROUP 1	Database Column	Operator	Condition	Logical
	RECSTA	Equal	G	AND
	SSN	IN	111111111,22222222,333	AND

EXERCISE 4 Screen Shot

TOPMIS II (Production) - Refresh Completed : Friday, 30 January 2004 00:41

File Edit View Services Window Help

Select an application service

Type: REGULAR

COMMISSIONED WARRANT

SSN: 111-11-1111

Name: LASTNAME FIRSTNAME

Search New Query

Bariteau Kristoffer Robert

Bloomfield Thomas Jay

2 officer(s) retrieved

OFFICER RECORD BRIEF AR500-S-104 CMAJOF -

CNTL BRANCH	COMPONENT	AD GRADE- ADOR	SSN	NAME
BR DTU/EXPIRES			- -	

Security Data

PSCG	BASD	Current PPN	End Current Tour
	Basic Date of Apt	Basic Yr Op	Source of Orig Apt
	Mb/Days Afcs	Mb/Afs	Type of Orig Apt
	Curr Svc Asgmt/Expr Date	Date of Proj/Mend Ret	
	2LT-WO1	1LT-CW2	CPT-CW3
	POOR	LTC-CW5	COL
		BG	MG
	TDOR	LTG	GEN

SECTION III - Service Data

SECTION IV - Personal/Family

Date of Birth	Birthplace
Country of Cit	Sex/Redcat
No Dependent Adults/Children 00	Religion
Marital Status	Spouse Birthplace
Pulses/Date	Height/Weight
Home of Record at End	
Mailing Address	

SECTION VII - Civilian Education

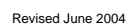
LEVEL COMPLETED	YR
INSTITUTION DISCIPLINE	YR
INSTITUTION DISCIPLINE	YR
INSTITUTION DISCIPLINE	YR

SECTION VIII - Awards and Decorations

SECTION X - Remarks

EXERCISE 7

SCREEN SHOT



TRAINING OBJECTIVES

TRAINING OBJECTIVE 3: Complex Queries

1. Understand the term “operator” as it pertains to conducting data queries:
 - a. Become familiar with the rules for complex operations
 - b. Know when to use different operators in a query.
2. Write and run complex queries to assist in personnel population management.
3. Use the various handouts provided on the query system for future reference.

COMPLEX OPERATIONS RULES AND SAMPLES

<u>OPERATOR</u>	<u>RULES</u>	<u>COMMENTS</u>	<u>EXAMPLES</u>
EXIST WITH	“, ” separate values equates to “AND/OR” logic	Use with multiple occurrence database elements in a record. It will return the combination logic that would otherwise have to done with “OE” logical joining multiple condition rows.	ASICO EXIST WITH 5P, 5Q <i>-will return officers with an ASICO of 5P and 5Q just 5P, or just 5Q</i>
EXISTS WITHOUT	“, ” separate values with a comma if you have more than one value	Use when the desired results are negative logic that can't be accomplished with NOT EQUAL. MCRDCC NOT EQUAL ADC would give you every officer that had ANY MCRDCC not the officers that had not yet attended ADC.	MRDCC EXISTS WITHOUT ADC <i>-will return officers that have not yet attended ADC.</i>
IS	Condition Field must be blank—no entries should be made	IS Operator looks for “NULL” fields. DON'T ENTER A VALUE IN THE CONDITION FIELD.	ARQODA_ORDERS IS NULL <i>-“NULL” nothing is entered in the condition filed. This will return all the records that are not on orders for the population being selected.</i>
IS NOT	Condition Field must be blank—no entries should be made	IS NOT Operator looks for “NOT NULL” fields. DON'T ENTER A VALUE IN THE CONDITION FIELD	ARQODA_ORDERS IS NOT NULL <i>- “NOT NULL” nothing is entered in the condition field. This will return all the records that are on orders for the population being selected.</i>
IN	“, ” comma to separate values is required	IN Operator with “,” separating the filed values will search for a series of codes for the same database element. An “IN” operator can be used instead of a series of “OR” conditions	CRMGOF IN CM,EN,MI,MP, or SC

<u>OPERATOR</u>	<u>RULES</u>	<u>COMMENTS</u>	<u>EXAMPLES</u>
NOT IN	“,” comma to separate values is required	NOT N Operator with “,” separating the field values will exclude from the search a series of codes for the same database element. An “IN” operator can be used instead of a series of “OR” conditions	<p>CRMGOF NOT IN CM, EN, MI, MP, SC</p> <p><i>Will exclude the officers controlled by CM, EN, MI, MP, SC</i></p>
LIKE	% to indicate wildcard	LIKE Operator with “%” in the field value indicates where the database should stop comparing the field. The “%” can be at the beginning or end of the field value – or on both sides. The “like” operator gives the user the freedom to refine conditions.	<p><u>% ON THE END</u> ASGAOC LIKE 53%-</p> <p><i>Returns all AOC that start with 53.</i></p> <p><u>% ON THE FRONT</u> NAME LIKE %son-</p> <p><i>Returns all Names that has “son” on the end, i.e. davidSON</i></p> <p><u>%BOTH ON THE FRONT &END</u></p> <p>NAME Like %son%</p> <p><i>Returns all names that have “son” contained in the name like Davidson, Sontag, Johnsonton</i></p>

EXERCISE 8

The following query is a continuation of exercise no. 7. This query will allow you to count the total number of active duty officers for each PSC, grade, sex and REDCAT.

Selected Columns Window

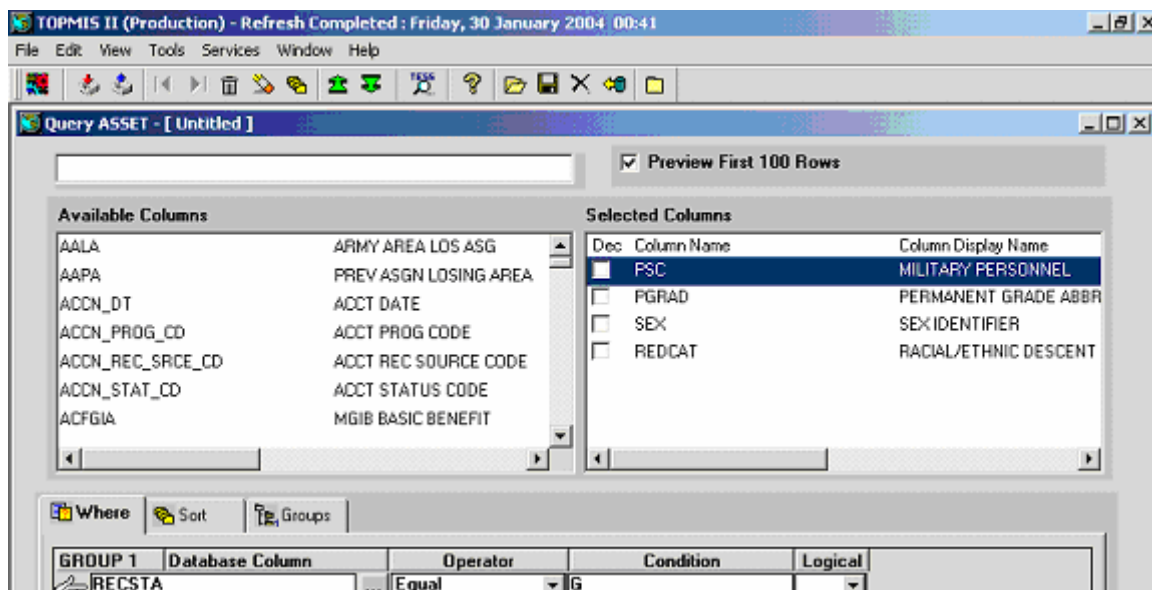
Add the following to exercise no. 7

SEX

REDCAT

- A. Do not check your **DEC** box.
- B. **Run** your Query.

EXERCISE 8 Screen Shot



TOPMIS II TRAINING MANUAL
TOPMIS II Frequently Used Data Elements

OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
TROOP PROGRAM SEQUENCE NO		(VARIES)	AOA	660	X
LOSING LOCATION - AREA		AALA	OAG	203	X(1)
PREV ASGN LOSING AREA		AAPA	OAJ/OAG	203	X(1)
MGIB BASIC BENEFIT		ACFGIA	OCO	211	X(1)
TYPE OF AIRCRAFT		ACFTSR	OAQ	210	X(2)
PILOT QUALIFICATION		ACLEV	OAQ	210	X(1)
AIRCRAFT QUALIFICATION		ACQ	OAQ	210	X(3)
AD-BR-PREF-PRI-NR		ADBNPR	OMB	230	X(1)
AD-BR-PREF-CD		ADBRPR	OMB	230	X(2)
EARLY SEP PGM CAT		ADCCD	OBP	221	X(1)
CITY OR TOWN		ADCTYM	OCY	233	X(17)
SECONDARY SKILL IDENT		ADDSQW	OCV	215	X(1)
AUTHORIZED DOCUMENT		ADOCSG	OAG	203	X(11)
ADDITIONAL PAY CAT		ADPYCT	OBJ	217	X(1)
ADDITIONAL PAY CODE		ADPYTY	OBJ	217	X(2)
STREET ADDRESS LINE 2		ADSTCM	OCY	233	X(29)
STATE ABBREVIATION		ADSTM	OCY	233	X(2)
STREET ADDRESS LINE 1		ADSTRM	OCY	233	X(29)
POSTAL ZIP CODE		ADZIPM	OCY	233	X(9)
ADV EDUC PGM CATEGORY		AEPAT	OCZ	234	X(1)
INDIVIDUAL ALIAS NAME		ALIASN	OCY	233	X(27)
AMEDD-APPL-STMLS		AMASTM	OAU	212	X(1)
AMEDD-ACCN-CAT		AMDDAC	OAU	212	X(1)
AMEDD-LOC-IDENT		AMDLOC	OAU	212	X(2)
SECONDARY MOS & SQI		AMOSDW	OCV	215	X(5)
SECONDARY MOS		AMOSWO	OCV	215	X(4)
AMEDD-APPL-STATUS		AMSTAT	OAU	212	X(2)
YR-MO-ACQ-CORPS-APPT		AQAPYM	OWE	290	X(6)
MIL-ACQ-POSN-DPRT-RSN		AQDPRS	OAI	205	X(1)
ACQUISITION POS NBR		AQPSNR	OWD/OAI	205	X(12)
ACQ ROTATION IDENT		AQRRRS	OAI	205	X(1)
ACQ ROTATION TYPE		AQRRTY	OAI	205	X(1)
ACTUAL LOCATION - STATE		AREAX	AOF	660	X(3)
UNIT ASGN LOC - STATE		AREAX	AOF	660	X(3)
ASGMT REQ ID		AREQID	OAI	205	X(13)
ARMY LOCATION CODE		ARLOC	AOF	660	X(5)
OPMD IARCA		ARPMAO	OAI	205	X(2)
ASG-REQ-ACTVTY		ARQACT	OAI	205	X(4)
OFFICER ASGMT CMD		ARQODA	OAI	205	X(2)
SEQUENCE NUMBER		ARQSNR	OAI	205	X(4)
TYPE REQ ALLOCATION		ARQTYP	OAI	205	X(1)
ASSIGNMENT CONSIDERATION		ASCO	OAC	202	X(2)
AVIATION SVC ENTRY DATE		ASED	OAQ	210	X(8)

TOPMIS II TRAINING MANUAL

TOPMIS II Frequently Used Data Elements

OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC

DATE OF PROJECTED SEP		ASEPDT	OBP	221	X(8)
CTL COMM CAR MGMT FLD		ASGAOC	OAI	205	X(3)
ASGMT CATEGORY (C,H,O,P)		ASGCAT	OAI	205	X(1)
ASG SKILL ASI - CO		ASGFAC	OAI	205	X(2)
ASG SKILL ASI - WO		ASGFAW	OAI	205	X(2)
INHIBIT FLAG		ASGINH	ODD	202	X(1)
ASSIGNMENT LANGUAGE IDENT		ASGLNG	OAI	205	X(2)
MEDICAL SPECIALTY		ASGMDS	OAI	205	X(2)
ASG MOS - WARRANT		ASGMSW	OAI	205	X(4)
ASG LIC/SKILL SQI - CO		ASGSAC	OAI	205	X(2)
ASG LIC/SKILL SQI - WO		ASGSAW	OAI	205	X(2)
ASGD SECOND CAREER FLD		ASGSCF	OAI	205	X(2)
ASSIGNED SQI - WO		ASGSQW	OAI	205	X(1)
OFCR UNIT IDENT & SD (W)		ASGUIC	OAI	205	X(6)
OFCR UTIL UNIT IDENT CD		ASGUPC	OAD/OAI	205	X(5)
SKILL - CO		ASICO	OBB	214	X(2)
SKILL - WO		ASIWO	OBC	215	X(2)
ASSIGNED MOS - WO		ASMOSD	OAI	205	X(5)
ASSIGNED/JOINED INDICATOR		ASNJIN	OAG	203	X(1)
ASSIGNED AOC - CO		ASPOSD	OAI	205	X(5)
ASG CAR MGMT FLD - COMM		ASPRCC	OAI	205	X(9)
CTL CAR MGMT FLD - WARR		ASPRCW	OAI	205	X(9)
ASGMT RESTRICTION-COUNTRY		ASRSCN	ODC	202	X(2)
ASGMT REST REASON-COUNTRY		ASRSRN	ODC	202	X(2)
ACCESSION TDR FLAG		ATDRI	OBI	218	X(1)
LINE NUMBER		ATHDLN	OWD/OAG	203	X(3)
PARAGRAPH NUMBER		ATHDPN	OWD/OAG	203	X(4)
AUDIT INDICATOR		AUDITI	OBI	218	X(1)
AVIATION GATE BD STATUS		AVNGTS	OAQ	210	X(1)
CAMP/SVC AWARD (CASAWD)		AWDCAT	OAK	207	X(8)
CBT/SP SKILL BDG (CBTSPB)		AWDCAT	OAK	207	X(8)
FOREIGN AWARD (FORNAW)		AWDCAT	OAK	207	X(8)
IDENT BDGE (IDETBD)		AWDCAT	OAK	207	X(8)
MIL DECORATION (MILDEC)		AWDCAT	OAK	207	X(8)
NON-MIL DEC (NMLDCN)		AWDCAT	OAK	207	X(8)
UNIT AWARD (UNTAWD)		AWDCAT	OAK	207	X(8)
BASIC BRANCH		BABR	OAG	203	X(2)
BASIC ACTIVE SVC DATE		BASD	OAG	203	X(8)
DATE OF RA/USAR/NGUS APPT		BDAOTT	OAG	203	X(8)
BODY FAT STD ACC		BODFSA	OBG	217	X(1)
BASIC OFFICER SERVICE DAT	E	BOSD	OAG	203	X(8)
BRANCH DETAIL EXPIRES		BREX	OAG	203	X(6)
BELOW ZONE PROMOTION-COL		BZCOL	OAZ	213	X(1)
BELOW ZONE PROMOTION-LTC		BZLTC	OAZ	213	X(1)

TOPMIS II TRAINING MANUAL
TOPMIS II Frequently Used Data Elements

OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
BELOW ZONE PROMOTION-MAJ		BZMAJ	OAZ	213	X(1)
CATEGORY STATUS		CATST	OAG	203	X(1)
CIVILIAN EDUCATION DEGREE		CEDG	OCN	211	X(4)
CIVILIAN EDUCATION LEVEL		CELC	OCO	211	X(2)
COMMISSIOND MGMT FLD PREF		CFPREF	OAG	203	X(2)
COUNTRY EAD		CFWEAD	OBG	217	X(2)
BRANCH AOC		CF1AOC	OCQ	214	X(3)
FUNCTIONAL AOC		CF2AOC	OCR	214	X(3)
MED MGMT SPECIALTY ADD'L		CF3AOC	OAU	212	X(3)
CHARACTER OF SERVICE		CHRSVC	OAM	209	X(1)
CITY OF BIRTH		CITYBR	OBG	217	X(17)
CURR-ASG-LINE-NBR		CLNNBR	OAG	203	X(3)
CAREER DIVISION		CMAAOF	OAG	203	X(2)
TROOP COMMAND TOUR		CMDTR	OAF	202	X(5)
COUNTRY OF BIRTH OF OFCR		CNTBIR	OBG	217	X(2)
COUNTRY OF BIRTH - SPOUSE		CNTBSP	OBG	217	X(2)
CITIZENSHIP SPOUSE		CNTCSP	OBG	217	X(2)
CITIZENSHIP OFFICER		CNTCTZ	OBG	217	X(2)
HOME OF RECORD - COUNTRY		CNTEAD	OBG	217	X(2)
OVERSEA LOCATION CODE		CNTOSA	OCX/OAE	237	X(2)
COST OF ADV EDUC		COADED	OCZ	234	X(6)
CONUS AREA PREFERENCE		CONAP	OBH	202	X(2)
CONTROL GRADE		CONGR	OAG	203	X(2)
CONUS-UNIT-INDIC		CONIND	OAG	203	X(1)
DOPMA PROMOTION LIST NUM		COSSN	OAG	203	X(7)
CURRENT ASGMT POSITION NB	R	CPONBR	OAG	203	X(4)
CURRENT PROCUREMENT PGM #		CPPNO	OAG	203	X(2)
BRANCH CODE		CRFLD1	OAG	203	X(2)
FUNCTIONAL AREA CODE		CRFLD2	OAG	203	X(2)
CTL BRANCH - COMM		CRMGOF	OEB/OAG	203	X(2)
CURR-ASG-PARA-NBR		CRPNBR	OAG	203	X(4)
COMMAND BD NON-SELECTS		CSCSEL	OBO	220	X(2)
PROMOTION LIST NUMBER		CSSQNK	OAG	203	X(7)
CURRENT SVC AGREEMENT		CSVCAD	OSS/OAG	203	X(1)
COMBAT TNG CTR ACTIVITY		CTCATY	OBM	211	X(1)
COMBAT TNG CTR EXP LEVEL		CTCLVL	OBM	211	X(1)
COMBAT TNG REASON		CTCRSN	OBM	211	X(1)
COMBAT TNG CTR EXP TYPE		CTCTYP	OBM	211	X(1)
COMBAT TNG CTR EXP DATE		CTCYMD	OBM	211	9(6)
COUNTY OF BIRTH		CTYBR	OBG	217	X(5)
CURR ASGN AREA DUTY TITLE		CUDEDP	OAG	203	X(24)
ACTUAL UIC-DD		CURDD	OAG	203	X(2)
ACTUAL PERSINS ACTIVITY		CURPPA	OAG	203	X(2)
ACTUAL UIC-PUD		CURPUD	OAG	203	X(3)

TOPMIS II TRAINING MANUAL
TOPMIS II Frequently Used Data Elements

OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
PREVIOUS STABILIZED ASGMT		CURSTT	OAG	203	X(1)
ACTUAL UIC & SVC DESIG(W)		CURUIC	OAG	203	X(6)
ACTUAL UIC		CURUPC	OAG	203	X(5)
CIVILIAN EDU DEGRE SOURCE		CVECF5	OCN	211	X(1)
CIVILIN EDUCATIN LEVEL CD		CVEDC	OCN	211	X(1)
CIVILIAN EDUCATION SCHOOL		CVEDI	OCN	211	X(6)
TOTAL FED OFF SVC (AV)		CWSVDT	OAQ	210	X(8)
LOSING LOCATION - COUNTRY		CYLA	OAG	203	X(2)
UNIT LOCATION - COUNTRY		CYLU	AOF	660	X(2)
PREV ASGN COUNTRY LOC CD		CYPA	OAJ	206	X(2)
COMMENCED CURR O/S TOUR		DCOST	OAG	203	X(6)
DEPT - PERS SECURITY STAT		DDPSTA	OBG	217	X(1)
OS-DEP-TVL-CD		DEPTVL	OCX/OAE	237	X(1)
DATE ELIG TO RETURN FM OS		DEROS	OAG	203	X(8)
UNIT DESIGNATION - TDA		DESIGT	AO1	660	X(25)
DTE INITIAL ENTRY MIL SVC		DIEMS	OAG	203	X(8)
DEFENSE APTITUDE TEST		DLABSC	OBG	217	X(3)
DELAY SEPARATION REASON		DLSEPR	OAG	203	X(1)
NUMBER OF DAYS LEAVE		DLVACR	OAG	203	X(4)
DISTINGUISHED MIL GRAD		DMGIN	OAG	203	X(1)
DUTY MOS - WO		DMOSWO	OAG	203	X(4)
DUTY PRC MOS AND SQI		DMSDWO	OAG	203	X(5)
DATE OF BIRTH		DOB	OBG	217	X(8)
SPOUSE SERVICE BRANCH		DODSPS	OAG	203	X(1)
DATE OF SEPARATION		DOS	OAM	209	X(8)
DEPLOYMENT CNTRY CODE		DPLCNY	OAL	208	X(2)
DUTY PRC - CO		DPRCCO	OAG	203	X(9)
DUTY PRC - WO		DPRCWO	OAG	203	X(9)
DATE OF RETURN FROM OS		DROS	OAG	203	X(8)
DISABILITY PERCENTAGE		DSBPCT	OAM	209	X(3)
CURR ASGN AREA FROM DATE		DTACD	OAG	203	X(8)
ADDITIONAL PAY DATE		DTADPY	OBJ	217	X(8)
ADV EDUC PGM OBLIG BEGINS		DTAEPB	OCZ	234	X(8)
ADV EDUC PGM OBLIG ENDS		DTAEPE	OCZ	234	X(8)
DT-AMEDD-APPL-STATUS		DTAMST	OAU	212	X(8)
PREV ASGN AREA FROM DATE		DTAPD	OAJ	206	X(8)
DATE OF RA APPOINTMENT		DTAPRG	OAG	203	X(8)
DTE ACQ LAST PGM MLSTN		DTAQLM	OAI	205	X(8)
DTE ACQ NEXT PGM MLSTN		DTAQNX	OAI	205	X(8)
DATE JOINED ACTUAL CMD		DTARR	OAG	203	X(8)
ATTACHED DATE		DTATCH	ODF	204	X(8)
DATE OF AWARD		DTAWD	OAK	207	X(8)
DATE COMMISSIONED - WO		DTCACW	OAG	203	X(8)
DATE APPOINTED WO		DTCAWO	OAG	203	X(8)

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OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
COMMENCED TROOP CMD ASGMT		DTCCA	OAF	237	X(8)
REGIMENTAL AFFIL EFF DATE		DTCMRG	OAG	203	X(8)
EFF-DATE-CURR-PPN-OFF		DTCPPN	OAG	203	X(8)
REPORTING DATE		DTCPRP	OAG	203	X(8)
NUMBER OF DAYS TDY		DTDACR	OAG	203	X(3)
DATE DEPARTED ASSIGNMENT		DTDASG	OAI	205	X(8)
DATE DEPARTED FOR OS TOUR		DTDEOS	OAG	203	X(8)
DATE MGIB ENROLL		DTDMEA	OCO	211	X(8)
DEPENDENTS ARRIVED OS		DTDPAR	OCX/OAE	237	X(8)
DATE DEPARTED ACTUAL CMD		DTDPRT	OAH/OAG	203	X(8)
ENTRY ON ACTIVE DUTY		DTEADC	OAG	203	X(8)
EXPIR CURR SVC AGREEMENT		DTECUR	OSS/OAG	203	X(8)
DTE MIL TNG CRS STARTED		DTEDCS	OCP	211	X(8)
DEPLOYMENT DATE		DTEDPL	OAL	208	X(8)
"TO DATE" OF LAST OER		DTEEPD	OAG	203	X(8)
PROMOTION ELIG DATE		DTLPR	OAU	212	X(8)
DATE-EXPT-COMPL-MED-TNG		DTMTG	OAV	212	X(8)
DATE-CURR-SVC-AGREE-CHNG		DTESAC	OSS/OAG	203	X(8)
FELWSHIP-COMPL-DT		DTFSHC	OCO	211	X(8)
DATE OF CONFINEMENT		DTENCF	OAA	201	X(8)
DATE GRAD FR MEDICAL SCH		DTGRMS	OAU	212	X(8)
DATE HEALTH PROF LICENSE		DTHPLC	OAU	212	9(8)
DATE HEALTH LICENSE EXPIR		DTHPLE	OAU	212	9(8)
INITIAL AVIATION RATING		DTIAR	OAQ	210	X(8)
DTE OF JOINT DUTY ASGMT		DTJDAC	OAD	236	X(8)
DATE OF LAST PCS		DTLAPC	OAG	203	X(8)
DETAIL BRANCH		DTLBR	OAG	203	X(2)
DATE DATA LAST MODIFIED		DTLMOD	SEV	DBS	X(8)
DATE OF LAST PHY EXAM		DTLPE	OBG	217	X(8)
DATE OF LAST RSGMT GAIN		DTLRSG	OAG	203	X(8)
DATE MEDICAL TNG COMPL		DTMDTC	OAV	212	X(8)
DATE MEDICAL TNG STARTED		DTMDTS	OAV	212	X(8)
DATE MIL CRS COMPLETED		DTMECC	OCP	211	X(8)
PROJ SEP/RETIREMENT DATE		DTMREM	OAG	203	X(8)
DATE-TERM-MED-SVC-OBLG		DTMSO	OAU	212	X(8)
DTE MED SP PAY OBLG		DTMSPO	OAU	212	9(8)
DTE PROMOTION BD CONVENED		DTPBDC	OAZ	213	9(8)
DTE FLD DETM PSSTAT		DTPDP	OBG	217	X(8)
DEPLOYMENT PROJ RETURN DT		DTPRDE	OAL	208	X(8)
DTE PERS SECURITY GRANTED		DTPSGC	OAG	217	X(8)
PERS SECURITY INVEST COMP		DTPSIC	OBG	217	X(8)
PERS SECURITY INVEST INIT		DTPSII	OBG	217	X(8)
DATE REPORTED ASSIGNMENT		DTRASG	OAI	205	X(8)

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OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
DEPLOYMENT RETURN DATE		DTRDPL	OAL	208	X(8)
DTE RELEASD FM CONFINEMNT		DTRLCF	OAA	201	X(8)
RETIREMENT DISAPVL DATE		DTRTDS	ODJ	221	X(8)
SCHSHP-COMPL-DT		DTSCHC	OCO	211	X(8)
DTE RPT SUSP PERS ACTION		DTSFPA	OAB	201	X(8)
DATE STARTED JTDY ASGMT		DTSJDA	OAD	236	X(8)
SEPARATION PROCESSING DTE		DTSTPT	OAM	209	X(8)
DATE TERMCMD ASGMT		DTTCA	OAF	237	X(8)
COMM CAREER MGMT FIELD		DYAOB	OAG	203	X(3)
DUTY PREFERENCE #1		DYAP1	OAG	203	X(1)
DUTY PREFERENCE #2		DYAP2	OAG	203	X(1)
DUTY PREFERENCE #3		DYAP3	OAG	203	X(1)
DUTY LANGUAGE		DYLANG	OAG	203	X(2)
DUTY PRC AOC & SECD CAR		DYPOSD	OAG	203	X(5)
SECONDARY CAR MGMT FLD		DYSCF	OAG	203	X(2)
DUTY SQI - WO		DYSQIW	OAG	203	X(1)
EARLY-TRANSTN-DATE		EATRDT	OBP	221	X(8)
EFFECTIVE DTE - PREV GDE		EDPRMR	OAG	203	X(8)
DTE/DUTY POSITION CHANGE		EDTADP	OAQ	210	X(8)
EFFECTIVE DATE OF RSG		EDTRSG	OAG	203	X(8)
CIVILIAN EDUC CATEGORY		EDUCAT	OCN	211	X(1)
EFFECTIVE DATE OF PAY GDE		EFDTG	OAG	203	X(8)
EFFECTIVE DTE SVC COMPT		EFDTSC	OSS/OAG	203	X(8)
EMERG-NTFN-ADDR		EMEGAD	OEC	242	X(57)
NAME-EMERG-NTFN-DSG		EMGDSG	OEC	242	X(27)
EMERG-NTFN-DSG-LOC-RMK		EMGRMK	OEC	242	X(160)
EMERG-NTFN-ADDR-ST-CONT		EMGSTC	OEC	242	X(29)
EARLY SEPARATION PGM TYPE		ESEPTY	OBP	221	X(1)
ETHNIC GROUP DESIGNATION		ETHGRP	OBG	217	X(1)
RELEASED FM ATTACHED DTE		EXDTAT	ODF	204	X(8)
INDIV FAMILY MEMBER CODE		FAMMBR	OEC	242	X(02)
DUTY SKILL - CO		FDASIC	OAG	203	X(2)
DUTY SKILL - WO		FDASIW	OAG	203	X(2)
FIELD DETM PSSTAT		FDPSTA	OBG	217	X(1)
FINANCE AUDIT STATUS CD		FIAUDS	OBI	218	X(1)
BASIC YEAR GROUP		FSA	OAG	203	X(4)
IND-FELWSHIP-TYPE		FSHPTC	OCO	211	X(1)
TROOP COMMAND TOUR YEAR		FYCAL	OAF	237	X(4)
GATEWAY PO MAIL		GTYPOM	OCY	233	X(1)
GATEWAY PO AREA MAIL		GYPOAM	OCY	233	X(2)
GATEWAY PO NUMBER		GYPONM	OCY	233	X(9)
HEIGHT		HGTIND	OBG	217	X(2)
STATE MEDICAL BOARD CERT		HPLCST	OAU	212	X(2)
INTERN/RESIDENCY HOST		HSPMTG	OAV	212	X(6)

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OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
PROJECT DEVELOPMENT IDENT		INDPDI	OAG	203	X(9)
INDIV RISK ACCESSMENT		IRISK	OBO	220	X(1)
JCS POSITION CODE		JDAPI	OAD/OAI	205	X(8)
JOINT DUTY ASGMT STATUS		JDAST	OAD	236	X(1)
JT DUTY ASGMT COMP STATUS		JDATCS	OAD	236	X(1)
JT DUTY TOUR CODE		JDTC	OAD	236	X(1)
JOINT SPECIALTY STATUS		JSOQ	OAG	203	X(1)
LANGUAGE IDENTITY		LANG	OBE	216	X(2)
LANGUAGE PROF SOURCE PRIM		LANGPS	OBE	216	X(1)
LANGUAGE PROF SOURCE SEC		LANGSS	OBE	216	X(1)
LANGUAGE LIST EVAL METHOD		LLISEM	OBE	216	X(1)
LANG LIST PROF SCORE TYPE		LLPSC	OBE	216	X(1)
LANGUAGE LIST PROF SCORE		LLSPSC	OBE	216	S9(2)
CURR ASGN AREA STA NAME		LOCNM	AOF	660	X(17)
ON-ORDERS STATION NAME		LOCNM	AOF	660	X(17)
PRIMARY LOCATION PREF		LOCPRP	OAG	203	X(1)
OVERSEAS PREF LONG #1		LOSAP1	OAG	203	X(2)
OVERSEAS PREF LONG #2		LOSAP2	OAG	203	X(2)
LOSING COMMAND		LOSCA	OAG	203	X(2)
LOSING ACTIVITY CODE		LOSPPA	OAG	203	X(2)
LOSING UIC & SVC DESIG(W)		LOSUIC	OAG	203	X(6)
LOSING UIC		LOSUPC	OAG	203	X(5)
LANG READ EVAL METHOD		LRDGEM	OBE	216	X(1)
LANG READ PROF SCORE		LRDPSC	OBE	216	S9(2)
LANG READ PROF SCORE TYPE		LRPSC	OBE	216	X(1)
LANG SPEAK EVAL METHOD		LSPKEM	OBE	216	X(1)
LOSING STATUS		LUNMST	OAG	203	X(2)
USMA ASGMT TYPE		MAASGC	OAG	203	X(2)
AVIATOR KEY		MAERRT	OAQ	210	X(1)
MARITAL STATUS		MARST	OBG	217	X(1)
MILITARY SCHOOLING COURSE		MCRDCC	OCP	211	X(3)
MOVEMENT DESIG FISCAL YEA	R	MDFY O	AH/OAJ/OAG	203	X(4)
MED MGMT PROF PRIM		MDPFL1	OCQ	214	X(2)
MED MGMT PROF SECOND		MDPFL2	OCR	214	X(2)
MED MGMT PROF ADD'L		MDPFL3	OAU	212	X(2)
MEDICAL SPECIALTY		MDSBCT	OAT	212	X(2)
		MDTC			
MOVEMENT DESIGNATOR CODE		O	AH/OAJ/OAG	203	X(2)
MED ACADEMIC INSTITUTION		MEDACI	OAU	212	X(6)
MEDICAL CATEGORY		MEDCAT	OAV	212	X(1)
MILITARY EDUCATION LEVEL		MEL	OCO	211	X(1)
MILITARY EDUCATION STATUS		MES	OCO	211	X(1)
MONTGOMERY BILL		MGIBSA	OCO	211	X(1)
MGMT GROUP - WARRANT		MGTGP	OEB/OAG	203	X(2)
TEMP GDE/PROM GDE CODE		MGTGR	OAG	203	X(2)

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OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
SERVICE MBR SPOUSE DATA		MILSP	OAG	203	X(11)
PILOT STATUS		MLFLST	OAQ	210	X(1)
TOT OP FLYING DTY CREDIT		MNOPFL	OAQ	210	9(3)
MONTHS BRIGADE LEVEL CMD		MOBRC	OAG	203	9(2)
MONTHS OF MEDICAL TRAININ	G	MOMDTG	OAV	212	9(2)
OFGR PROMOTION POTENTIAL		MOP	OBO	220	X(1)
WARRANT MGMT FLD PREF		MOSPWO	OAG	203	X(4)
MAJOR PERSONNEL ACTN DATE		MPADT	OEA	241	X(8)
MAJ-PERS-ACTN-MIL-CLASS		MPAMPC	OEA	241	X(1)
MAJ-PERS-ACTION-ORG-IDENT		MPAORG	OEA	241	X(1)
MAJ-PERS-ACT-PREV-ORG-ID		MPAPOI	OEA	241	X(1)
MAJ-PERS-ACT-PREV-MIL-CLS		MPAPPC	OEA	241	X(1)
MAJOR PERSONNEL ACTN RSN		MPARSN	OEA	241	X(2)
MAJOR PERSONNEL ACTN TYPE		MPATYP	OEA	241	X(2)
MILITARY PERSONNEL CLASS		MPCAD	ALL		X(1)
SPOUSE-MPC		MPCSP	OAG	203	X(1)
MAND-REM-RSN		MRDRSN	OED	243	X(1)
CIVILIAN EDUCATN SPECILTY		MSAE	OCN	211	X(3)
MEDICAL SPECIALTY		MTGSPC	OAV	212	X(2)
NAME, INDIVIDUAL		NAME	OBG	217	X(27)
NBR COMB SPONS DEPN		NBRCSO	OAG	203	9(2)
OVERSEA MONTHS NO OF		NBRMOA	OAE	237	9(2)
NO OF DEPENDENT ADULTS		NDEPA	OBG	217	9(2)
NO OF DEPENDENT CHILDREN		NDEPNC	OBG	217	9(2)
NBR IND SPONS DEPN		NISDEP	OAG	203	9(2)
ACTIVE FED COMM SVC		NMAFOS	OAG	203	9(5)
MTHS OF ACTIVE FED SVC		NMAFS	OAG	203	9(3)
NAME AUTHORIZED DEPENDENT		NMAUDP	OCY	233	X(27)
PREV ASGN AREA NO OF MO		NMPRAS	OAJ	206	9(2)
NO OF LONG OVERSEAS TOURS		NOLOT	OAG	203	X(1)
NO - SHORT OVERSEAS TOURS		NOSOT	OAG	203	X(1)
NO PERM CHNGS OF STATION		NPCSCF	OAG	203	9(1)
NUM REG AFFILIATED ASGMTS		NRGAFA	OAG	203	9(1)
NBR TIMES AWD/BDG GRANTED		NTAWDG	OAK	207	9(2)
OPMS GRANDFATHERED		OPMSGF	OAG	203	X(1)
ORB ASSIGNMENT STATUS		ORBSC	OBI	218	X(1)
STABILIZED ASSIGNMENT		ORSTT	OAG	203	X(1)
OVERSEAS ASGMT END DATE		OSAED	OAE	237	X(8)
OVERSEAS ASGMT START DATE		OSASD	OCX/OAE	237	X(8)
PRIM PREF CONSIDERATION		PAPREF	OAG	203	X(1)

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OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
PREV ASGN DUTY LANG ID		PDLANG	OAJ	206	X(2)
PERMANENT DATE OF RANK		PDOR	OAG	203	X(8)
PREV ASGN AREA DUTY TITLE		PDSDYP	OAJ	206	X(24)
PREV ASGN UNIT DSG-TDA		PDSGT	OAJ	206	X(25)
PDI CODE		PDSI	OAG	203	X(3)
PAY ENTRY BASIC DATE		PEBD	OAG	203	X(8)
ASGD CMD WHILE TN OR ST		PERSSS	OAG	203	X(2)
POTENTIAL GAINING PPA		PGNPPA	OAHA	204	X(2)
PERMANENT GRADE ABBREV		PGRAD	OAG	203	X(2)
SELECTION BOARD STATUS		PGRSBS	OAZ	213	X(1)
NUMBER SELECTION FAILURES		PGRSFL	OBO	214	9(1)
GAINING UIC		PGUPC	OAHA	204	X(5)
PHYSICAL PROFILE-PULHES		PHPFAC	OBG	217	X(6)
PHYSICAL CAT STATUS CPDE		PHYC	OBG	217	X(1)
PROJ COMM CAR MGMT FLD		PJAOC	OAG	203	X(3)
PROJECTED MED SPECIALTY		PJMDS	OAG	203	X(2)
PROJECTED MOS-WO		PJMOSW	OAG	203	X(4)
PROJECTED MOS AND SQI		PJMSDW	OAG	203	X(5)
PROJECTED SQI - WO		PJSQIW	OAG	203	X(1)
PROJ CAR MGMT WGHF FACTOR		PJWF	OAG	203	9(1)
PREV LINE NBR		PLNNBR	OAJ	206	X(3)
PROMOTION LIST/YR SEQ NUM		PLNYR	OAZ	213	X(8)
PREVIOUS ASGMT STATION		PLOCNA	OAJ	206	X(9)
PERSONAL MAILING ADDRESS		PMADDR	OCY	233	X(57)
INSTALATM ACT REQ ACTUAL		PMAO	AO1	660	X(2)
PERSONNEL MOB CATEGORY		PMOBC	OAG	203	X(1)
PMOS-BASIC (WARRANT)		PMOSWO	OCU	215	X(4)
PRIMARY MOS & SQI - WO		PMSDWO	OCU	215	X(5)
FAX NBR AUTOVON DUTY		PNAVDF	OBG	217	X(7)
PHONE NBR AUTOVON - DUTY		PNAVDF	OBG	217	X(7)
PHONE NBR COMM - DUTY		PNCDY	OBG	217	X(10)
FAX NBR COMM - DUTY		PNCDYF	OBG	217	X(10)
PHONE NBR EMERG-NTFN		PNEMGN	OEC	242	X(10)
PHONE NBR MAIL ADDRESS		PNPMAD	OCY	233	X(10)
POSITION NUMBER		POSNO	OAG	203	X(4)
ATTACHED ACTIVITY		PPA	AO1	660	X(2)
PREV PROCUREMENT PGM NO		PPNPRI	OAG	203	X(2)
PREV POSITION NUMBER		PPOSNO	OAJ	206	X(4)
PREV ASGN DTY CAR MGMT CO		PPRCCO	OAJ	206	X(9)
PREV ASGN DTY CAR MGMT WO		PPRCWO	OAJ	206	X(9)

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OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
PREV ASGN PARA NBR		PPRNBR	OAJ	206	X(4)
PREV ASGN AREA UNIT NUM		PQUNO	OAJ	206	X(4)
PROFESSIONAL REGISTRATION		PRCERT	OAW	212	X(1)
PRIMACY		PRDVEM	OAG	203	X(1)
PREV ASGN AREA CMD CODE		PRECA	OAJ	206	X(2)
NAME, INDIVIDUAL PREVIOUS		PRENAM	ODG	217	X(27)
PREV ASGN UNIT & SD (W)		PREUIC	OAJ	206	X(6)
PRIMARY SKILL IDENTIFIER		PRIMSW	OCU	215	X(1)
PROM-LIST-SEQ-NBR		PRLNSR	OAZ	213	X(8)
PREVIOUSLY DESIG MOS * SQ	I	PRMSDW	OCT	215	X(5)
PERS RELTY PGM ASGMT ST		PRPAS	OBG	217	X(1)
PROM HIST - PERM (CO/WO)		PRPDOR	OAX	213	X(8)
PROM HIST - PERM (CO/WO)		PRPGRA	OAX	213	X(2)
PRP-RQMT-STAT		PRPRS	OBG	217	X(2)
PREV DESIG AREA-CONCENTRA	TN	PRVAOC	OCS	214	X(3)
PREVIOUSLY DESIG MOS - WO		PRVMSW	OCT	215	X(4)
PREVIOUSLY DESIG SQI - WO		PRVSQW	OCT	215	X(1)
MILITARY PERSONNEL OFFICE		PSC	AO1	660	X(4)
PERS SECURITY INVEST COMP		PSIC	OBG	217	X(1)
PERS SECURITY INVEST INIT		PSII	OBG	217	X(1)
SSN HOLD AREA		PVSSN	ODG	217	X(9)
PREV WEIGHT CTL PROG DTE		PWCPCD	OBG	217	X(8)
UNIT ASGN AREA UNIT NUM		QUNO	AO1	660	X(4)
RACE		RACPOP	OBG	217	X(1)
RA-INTGRTN-STAT		RAINTG	OAG	203	X(1)
RECORD STATUS CODE		RECSTA	OAG/OBG	217	X(1)
RACIAL/ETHNIC DESCENT CAT		REDCAT	OBG	217	X(1)
RELIGION		RELDEN	OBG	217	X(2)
RETIREMENT DISAPVL RSN CD		RETDSR	ODJ	221	X(1)
RETIREMNT REQUESTD ST CD		RETRST	ODJ	221	X(1)
REGIMENT AFFILIATN STATUS		RGAAST	OAG	203	X(1)
REG AFFIL PROG UNIT NO/BR		RGTAFF	OAG	203	X(6)
REG AFFIL PROG HOME BASE		RGTAHB	OAG	203	X(2)
READING PROFICIENCY LEVEL		RLRPR	OBE	216	X(2)
LISTING COMPREHENSN LEVEL		RLSPR	OBE	216	X(2)
REASON TRP CMD INELIG		RNTRCI	OAF	237	X(1)
RECORD IDENTIFIER		RRECAC	OBG	217	X(1)
ROTC GRADUATE SCHOOL CODE		RSCH	OBG	217	X(6)
REASON FOR ASSIGNMENT		RSGRSN	OAJ/OAG	203	X(2)
REASSIGNMENT TYPE		RSGTYP	OAJ/OAG	203	X(2)

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OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
REASON SUSP FLY STATUS		RSNSFS	OAQ	210	X(1)
DT SEP APPLIC APPROVED		SAPRDT	OBP	221	X(8)
TYPE OF ORIG APPOINTMENT		SCOA	OAG	203	X(1)
SERVICE COMPONENT		SCOMPT	OSS/OAG	203	X(1)
DUTY SKILL - CO		SDASIC	OAG	203	X(2)
DUTY SKILL - WO		SDASIW	OAG	203	X(2)
SEPARATION PROG DESIG		SEPDEM	OAM	209	X(3)
SEPARATION REASON		SEPRSM	OAM	209	X(2)
SEPARATION TYPE		SEPTYM	OAM	209	X(1)
SEX		SEX	OBG	217	X(1)
SFPA INDICATOR		SFPAI	OB	218	X(1)
REASON SUSP PERS ACTION		SFPARS	OAB	201	X(1)
SVCEMENS GROUPS LIFE INS		SGLICO	OBG	217	X(2)
IND-SCHSHP-TYPE		SHPTCD	OCO	211	X(1)
LANG-SPEAK-PROF-LVL		SLSPR	OBE	216	X(2)
SOURCE ORIG APPONTMT-CO		SMPCCO	OAG	203	X(1)
SOURCE ORIG APPONTMT-WO		SMPCWO	OAG	203	X(1)
OVERSEAS PREF SHORT #1		SOSAP1	OAG	203	X(2)
OVERSEAS PREF SHORT #2		SOSAP2	OAG	203	X(2)
SPECIAL PAY - LANGUAGE		SPLANG	OBJ	217	X(2)
DTE SEP APPLIC RECEIVED		SRECDT	OBP	221	X(8)
SEPARATION DTE REQUESTED		SREQDT	OBP/ODJ	221	X(8)
INCUMBENT SOC SEC NBR		SSN	ALL		X(9)
REPLACMNT SOC SEC NBR		SSNIFR	OWD	290	X(9)
SPOUSE-SSN		SSNSPS	OAG	203	X(9)
DTE SEP APPLIC SUBMITTED		SSUBDT	OBP	221	X(8)
STATE OF BIRTH OF OFFICER		STBR	OBG	217	X(2)
STATE OF BIRTH OF SPOUSE		STBRSP	OBG	217	X(2)
STATE-EAD		STEAD	OBG	217	X(2)
HOME OF RECORD - STATE		STHRED	OBG	217	X(2)
LOSING ASGMT STATE		STLA	OAG	203	X(2)
PREV ASGMT STATE		STPA	OAJ	206	X(2)
ST OF PROF REGISTRATION		STPRRG	OAW	212	X(2)
TERNARY AUDIT CODE		STRDAT	OB	218	X(2)
SERVICE COMPT - MIL SP		SVCMS	OAG	203	X(1)
TROOP COMMAND GRADE		TCGR	OAF	237	X(2)
PHONE NUMBER HOME		TELNHM	OCY	233	X(10)
MEDICAL TNG AOC		TNGAOC	OAV	212	X(5)
TROOP COMMAND CATEGORY		TRCMCT	OAF	237	X(1)
TROOP COMMAND STATUS		TRCMDS	OAF	237	X(1)

TOPMIS II TRAINING MANUAL
TOPMIS II Frequently Used Data Elements

OFFICER		TAPDB	TAPDB		
TAPDB-AO		DATA	TABLE	DB	
		NAME	ID	ID	PIC
TYPE OF TOUR COMPLETION		TRCMST	OAE	237	X(1)
TROOP COMMAND UNIT BASIS		TRCUAB	OAF	237	X(1)
TRANSFER REASON		TRFRSN	OAG	203	X(2)
TRANSFER TYPE		TRFTYP	OAG	203	X(2)
TNG-RQMT-AOC		TRQAOC	OAV	212	X(3)
TNG-RQMT-MED-PROF-LVL		TRQMPL	OAV	212	X(2)
TYPE SUSP PERS ACTION		TSFPAR	OAB	201	X(1)
ZIP CODE OR APO/FPO NUM		UADZIP	AO2	660	X(9)
UNIT ASGN AREA DESIG - MT	OE	UDESC	AO1	660	X(15)
ATTACHD UIC & SVC DESIG(W		UICAT	OAG	203	X(6)
UNIT ASSIGNMENT STATUS CD		UNMST	AO1	660	X(2)
UNIT ASSIGNMENT CMD CD		UNTCA	AO1	660	X(2)
ATTACHED UIC		UPCAT	ODF	204	X(5)
USAR/NGUS PUD/DD		UPCCA	OAL	208	X(5)
VET-EDUC-ASSIS-PROG		VEAP	OCO	211	X(1)
VIETNAM GIB ELIG STATUS		VEGIBS	OCO	211	X(1)
VERIFICATION OF SSN		VSSSN	OBG	217	X(1)
WO COMM CATEGORY		WOCCAT	OAG	203	X(1)
WEIGHT		WTIND	OBG	217	X(5)
DATE ACCESSION PROCESSED		YMACPR	OAG	203	X(6)
YR-MO-ACFT-QUAL		YMACQL	OAQ	210	X(6)
YR-MO-ARMY-PERS-TEST-ADMI	N	YMAPTA	OBG	217	X(6)
ASGMT ALLOCATION MONTH		YMARQC	OAI	205	X(6)
DATE OF AVAILABILITY		YMAV	OAG	203	X(6)
EXCEPTNL FAM MBR EXPIR		YMEEFM	OAG	203	X(6)
STABILIZATION DATE		YMESP	OAG	203	X(6)
IMMUNO-DEFIC VIRUS TEST		YMHVSC	OBG	217	X(6)
YR-MO-IND-WT-CON-PRFL-DET	M	YMIWCP	OBG	217	X(6)
JT SPECIALTY STATUS DATE		YMJSOQ	OAG	203	X(6)
LAST OFFICIAL PHOTO DATE		YMLOPH	OAG	203	X(6)
OFFICER PRO. POT. DTE		YMMOP	OBO	220	X(6)
DATE PREVIOUS AOC		YMPAOC	OCS	214	X(6)
PDI AWARD DATE		YMPDSA	OAG	203	X(6)
PREFERENCE STATEMENT DATE		YMPREF	OAG	203	X(6)
DATE OF TEST OR INTERVIEW		YMPTL	OBE	216	X(6)
MONTHLY PPA AUDIT		YMSTDA	OBI	218	X(6)
CIVILIAN EDU YR COMPLETED		YRCEC	OCN	211	X(4)
CIVILIAN EDU LEVEL YEAR		YRCELV	OCO	211	X(4)
YR OF AMERICAN BD CERT		YRMDSC	OAT	212	X(4)
YR PROFESSIONL REGISTRATN		YRPRRG	OAQ	212	X(4)
YR LAST REG AFFIL ASG CMP		YRRAAC	OAG	203	X(4)

EXERCISE 9

Exercise no. 9 will allow you to select active duty officers who have an Additional Skill Identifier (ASICO) of a Parachutist.

<Click> Preview First 100 Rows box.

Selected Columns Window

PGRAD
BABR
PSC
ASICO
NAME
SSN

<Click> on the dec box.

- A. Highlight [SSN].
- B. <Click> on the Move Column Up icon (the green arrow).
- C. Highlight [Name].
- D. <Click> on the Move Column Up icon.
- E. <Click> on the box on the left hand side of the data element names.

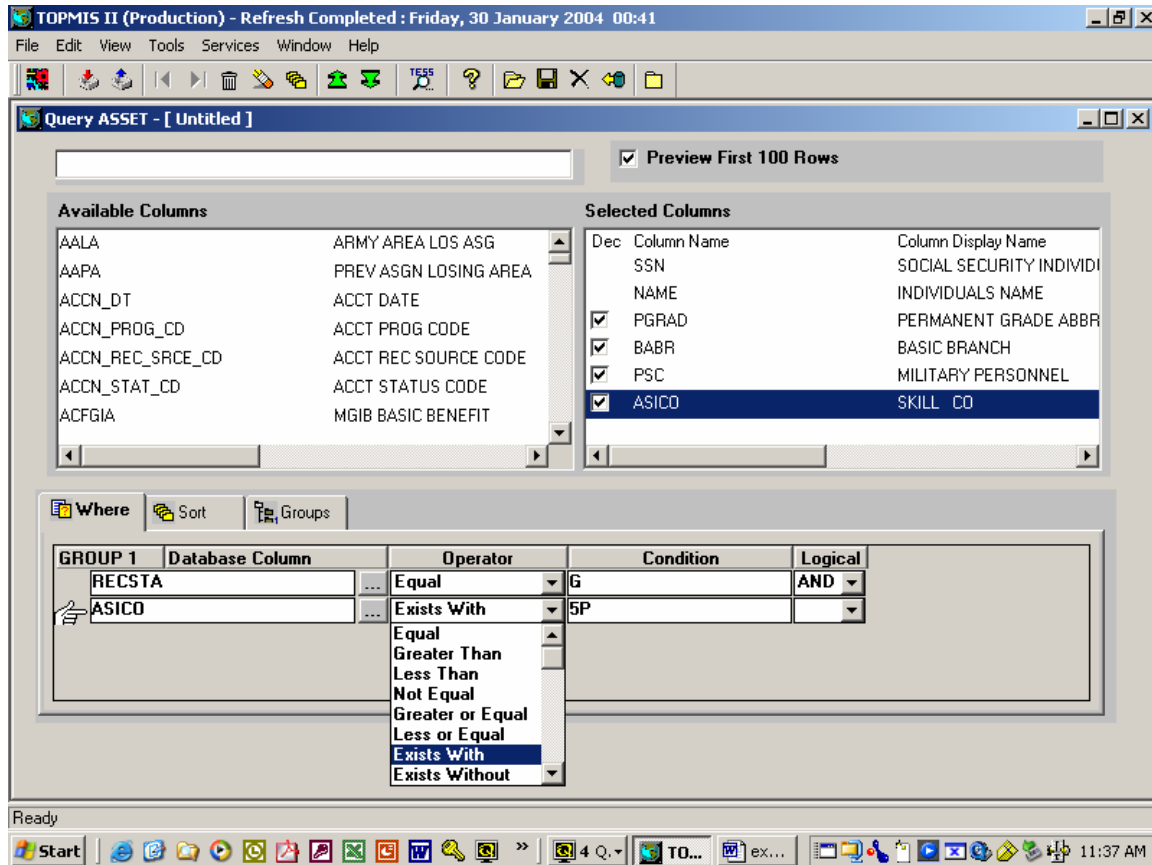
Condition Area

- A. <Click> on logical to add a second line.
- B. <Click> on **and**.
- C. Drag the ASICO from the Selected Column window to the data base column field.
- D. Change your operator to **exist with**.
- E. Search for the ASICO for Parachutist in Tess Search.
- F. **Run** your Query.

Query Result Asset

- A. <Click> on **View**.
- B. <Click> on **Combined View**.

EXERCISE 9 Screen Shot



EXERCISE 10

Exercise no. 10 is a continuation of exercise no. 9. Exercise no. 10 will allow you to select active duty officers who do not have an Additional Skill Identifier (ASICO) of a Parachutist.

Selected Columns Window will remain the same.

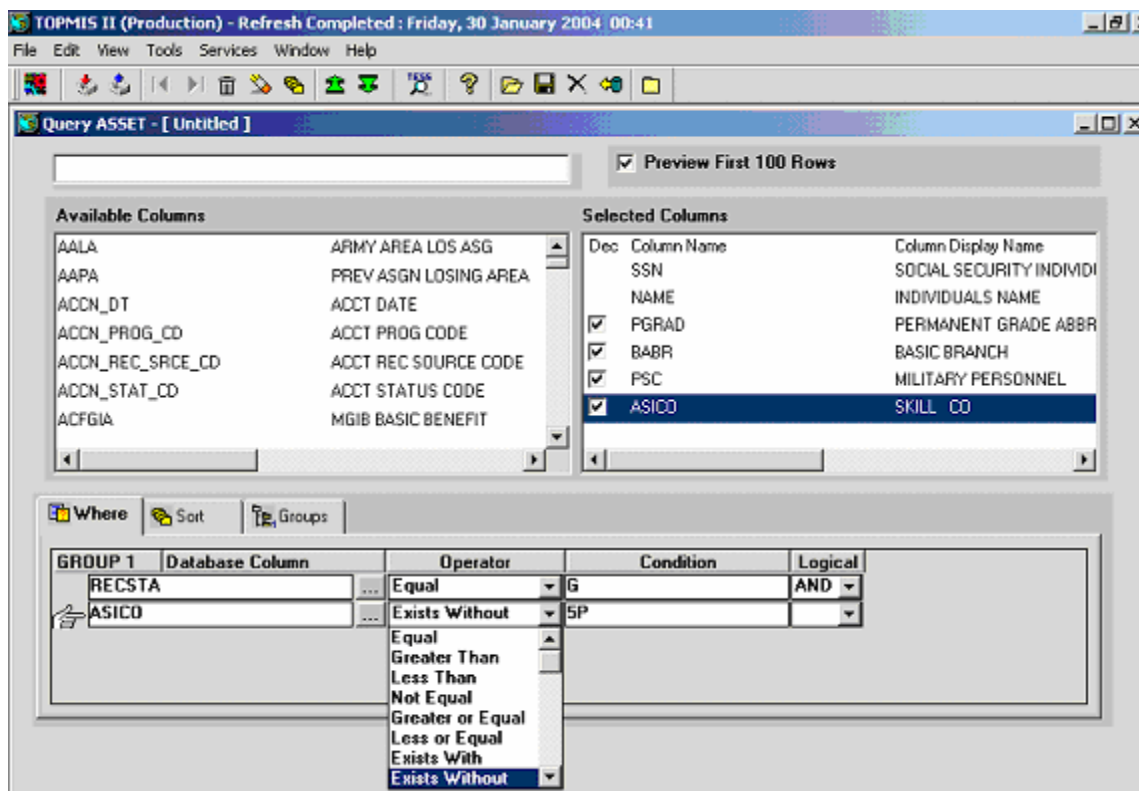
Condition Area

- A. Change your operator to **exist without**.
- B. **Run** your Query.

Query Result Asset

- A. <Click> on **View**.
- B. <Click> on **Combined View**.

EXERCISE 10 Screen Shot



EXERCISE 11

Exercise no. 11 will allow you to select active duty officers who are on orders.

<Click> on Preview First 100 Rows box.

Selected Columns Window

SSN
PGRAD
Name
BABR
ARQODA_ORDERS
ARPMO_ORDERS

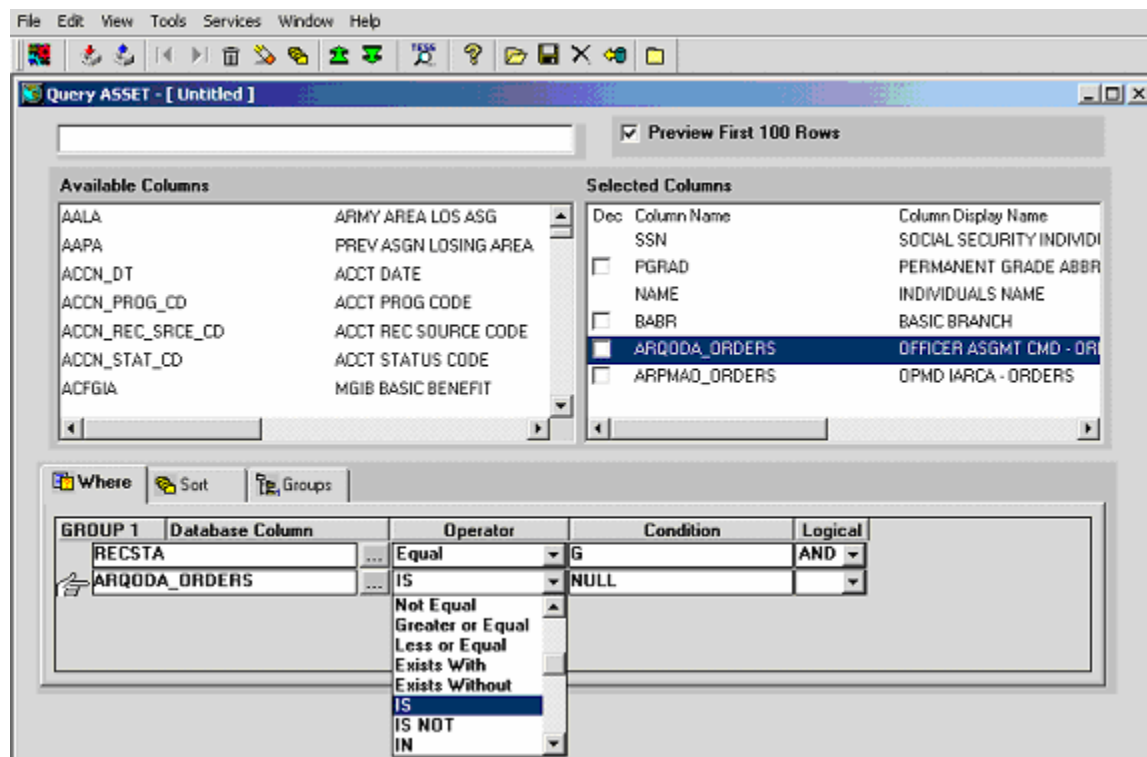
<Click> on the dec box.

Condition Area

- Add a second line.
- Drag ARQODA_ORDERS from the Selected Column window to the data base column field.
- Change your operator to **is**.
- Run your Query.

Query Result Asset

- <Click> on **View**.
- <Click> on **Combined View**.



EXERCISE 12

Exercise no. 12 is a continuation of exercise no. 11. Exercise no. 12 will allow you to select active duty officers who are not on orders.

The selected Column Window will remain the same.

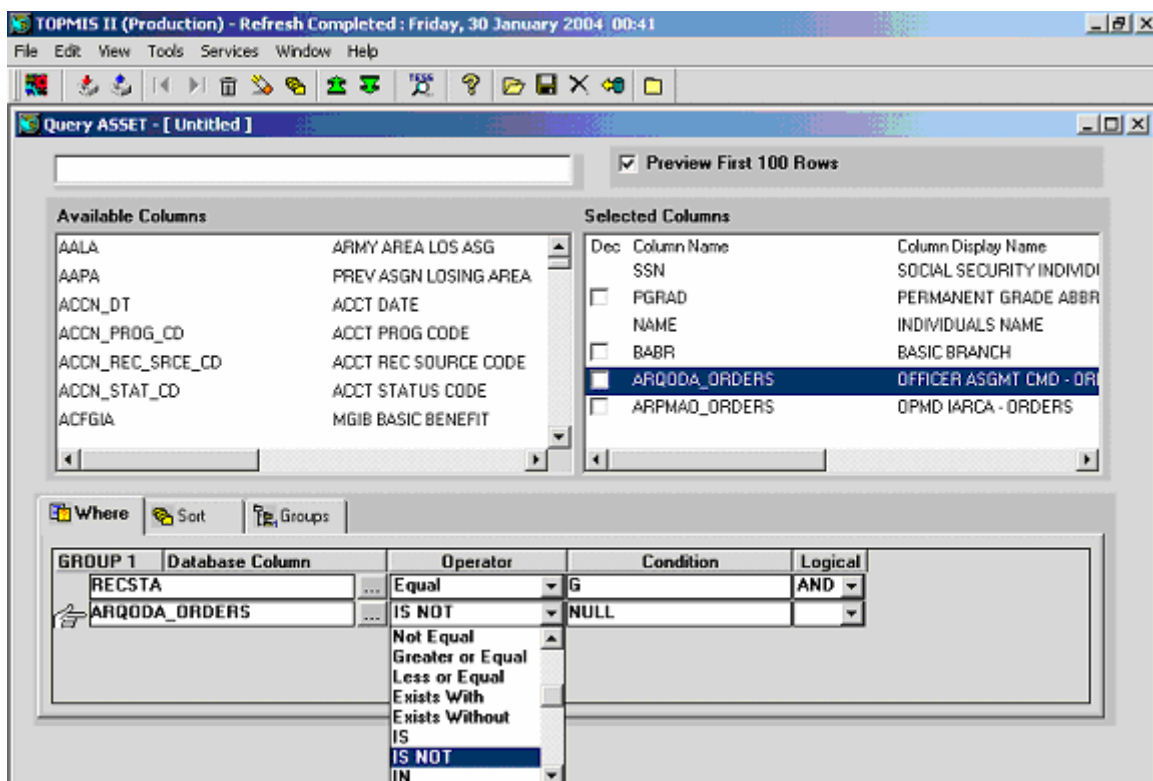
Condition Area

- A. Change your operator to **is not**.
- B. **Run** your Query.

Query Result Asset

- A. <Click> on **View**.
- B. <Click> on **Combined View**.

EXERCISE 12



EXERCISE 13

Exercise no. 13 will allow you to select active duty Majors, LT. Colonels and Colonels.

- A. <Click> on Preview First 100 Rows box.
- B. Select the following data elements from the Available Columns Window and move them to the Selected Columns Window:

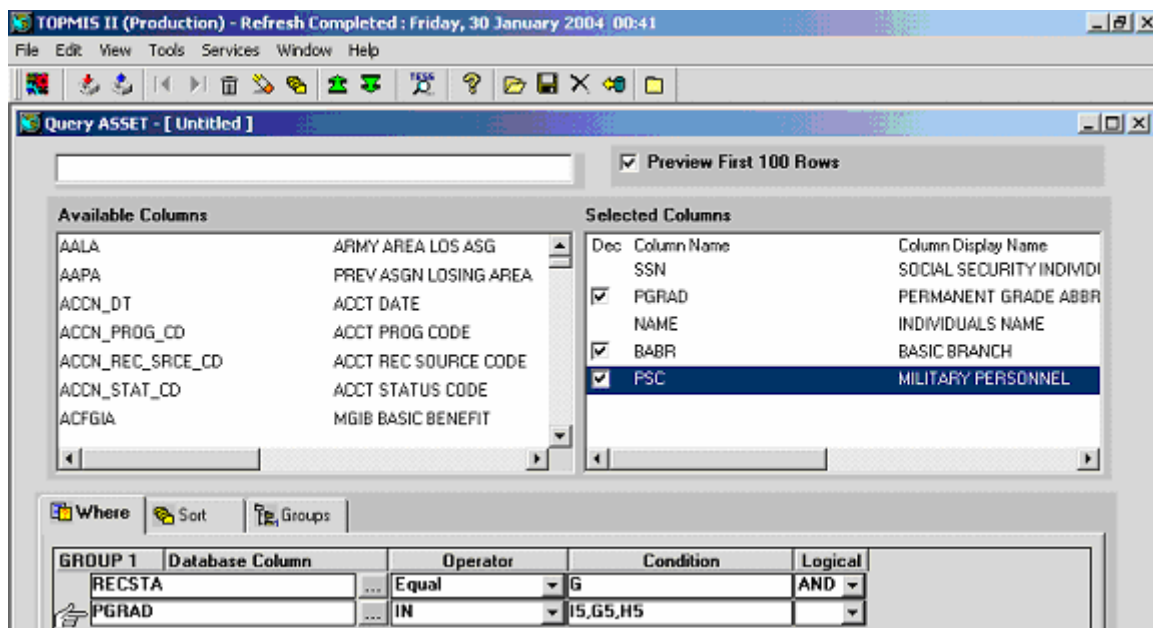
Description Name

Social Security Number
Permanent Grade
Name
Basic Branch
Military Personnel - **select current duty unit [A1]**

<Click> on the dec box.

Condition Area

- A. Select all active duty officers **Majors, LT. Colonels** and **Colonels**.
- B. **Run** your Query.



EXERCISE 14

Exercise no. 14 will allow you to select all active duty officers, excluding for Majors, LT. Colonels and Colonels.

- A. <Click> on Preview First 100 Rows box.
- B. Select the following data elements from the Available Columns Window and move them to the Selected Columns Window:

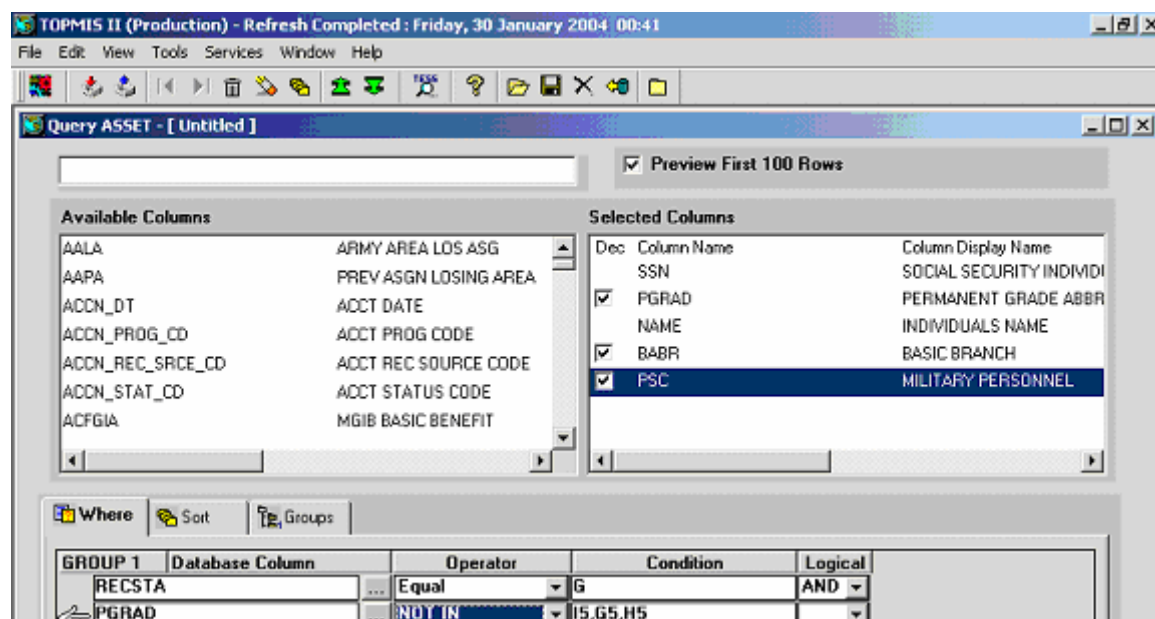
Description Name

Social Security Number
Permanent Grade
Name
Basic Branch
Military Personnel - **select current duty unit [A1]**

<Click> on the dec box.

Condition Area

- A. Select all active duty officers; do not include **Majors, LT. Colonels** and **Colonels**.
- B. Change your operator to **not in**.
- D. **Run** your Query.



EXERCISE 15

Exercise no. 15 will allow you to select active duty officers that currently have a duty description of commander.

1. <Click> on Preview First 100 Rows box.
2. Select the following data elements from the Available Columns Window and move them to the Selected Columns Window:

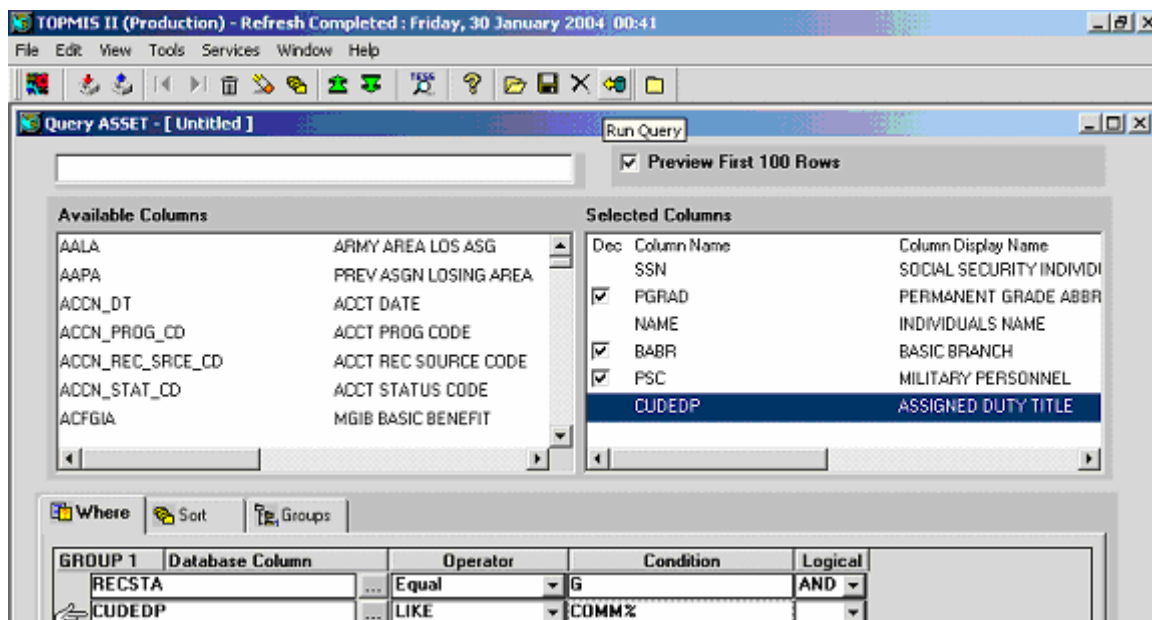
Description Name

Social Security Number
Permanent Grade
Name
Basic Branch
Military Personnel - **select current duty unit [A1]**
Assigned Duty Title

<Click> on the dec box.

Condition Area

- A. Select all active duty officers.
- B. <Click> on logical to add a second line.
- C. Drag CUDEDP from the selected column window into the database column field.
- D. Change your operator to **like**.
- E. Use the % for the wild card.
- F. **Run** your Query.



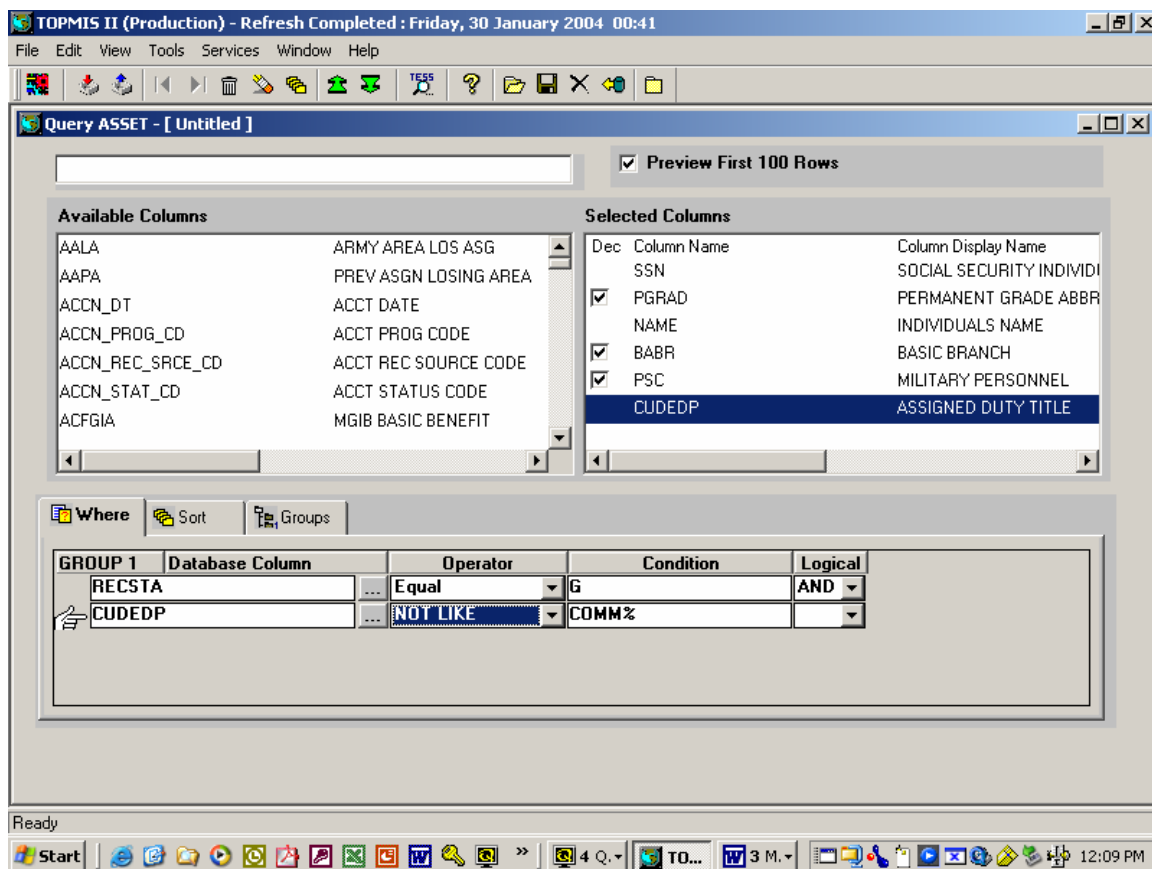
EXERCISE 16

Exercise no. 16 will allow you to select active duty officers who do not currently have a duty title of commander.

The data element name should remain the same in the selected column window.

Condition Area

- A. Change your operator to **not like**.
- B. **Run** your Query.



TRAINING OBJECTIVES

TRAINING OBJECTIVE 4: Strength Reports

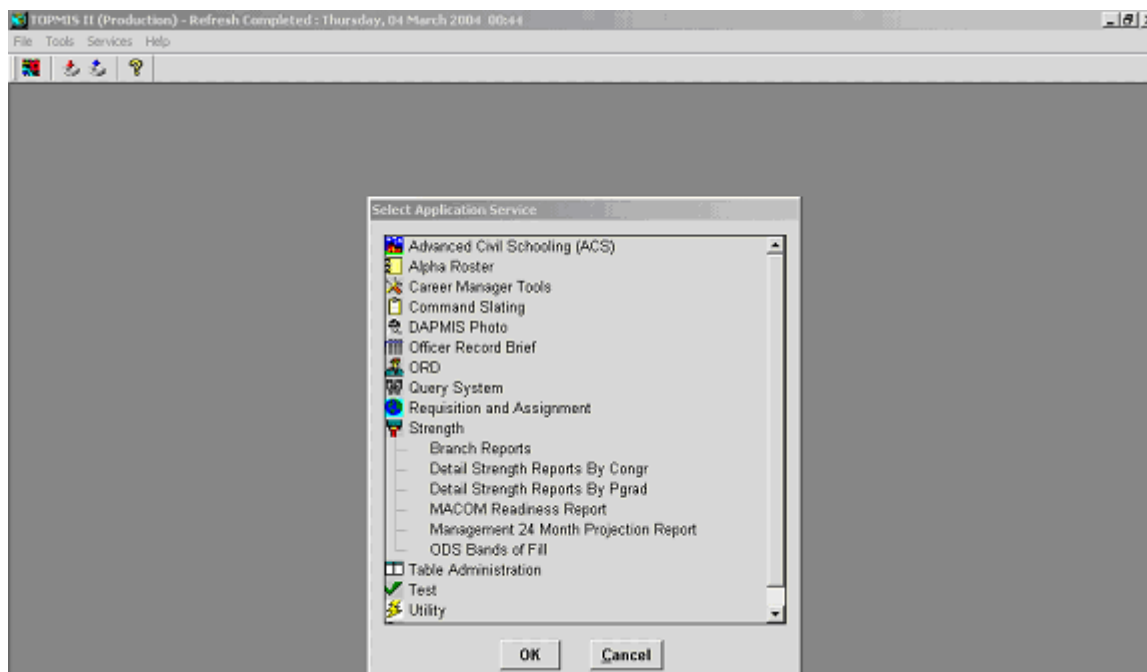
At the end of this class, with reference to strength reports, the student should be able to:

1. Understand and run the Detail Strength Report by command and installation (ARQODA & ARPMAO).
2. Generate a Detail Strength report using various sort methods.
3. Navigate through the strength data elements to drill down to individual assigned officers (location inventory).
4. Generate ORBs, RFOs, or new EXCEL spreadsheets from strength reports.

Strength Query

Strength reports provide figures reflection the current and projected operating strength for Commissioned and Warrant officers managed by the Officer Personnel Management Directorate. Strength figures are based on OPMD data rather than on EMILPO data.

Reports are not predefined for you. You can query on four data element; ARQODA, ARPMAO, CONGR and ASGAOC. You must select a MPCAD COMMISSION or WARRANT. All the strength is query the same the report are in different format.



CLASS EXERCISE 1:

- Double click on the **STRENGTH** icon on the Selected Application Service.
- Double click on the **Detail Strength Report by Congr** on the Service Menu
- Selected MPCAD = COMMISSION ARQODA = FC ARPMAO = TH

You must also sort by one on the option; in this case we will be sorting by **CONGR**. Once you select your criteria double click on the **RETRIEVE** icon on the tool bar.

TOPMIS II (OPD1 Server) - Refresh Completed: Friday, 26 March 2004 00:42

File Tools Services Window Help

Strength Detail Reports Projection Date 20040930

MPCAD
☒ Commissioned
☐ Warrant

ARQODA DML DMSL ARPMAO CONGR ASGAOC

FC TH

SORT BY
 CONGR

Congr	AUTH	PROJ	CURR	LOSS	GAIN	VOU	DIFF	PLOS	PRO	PRGH
COL	38	45	45	6	7	1	7	2	4	0
LTC	190	157	159	26	33	9	-33	18	2	0
MAJ	450	420	396	39	103	1	-30	31	17	3
CPTAQ	109	181	249	56	7	0	72	19	0	0
CPTIN	920	922	1387	109	119	22	2	497	9	9
LTS	1049	1196	912	31	296	45	147	26	81	186
Total	2,756	2,921	3,138	267	565	78	165	693	113	198

Number of Records Retrieved: 6

The Strength Detail Report is based on the **Projection Date**. All calculations are based on this date. The column that you use to sort (in this case **Congr**) will be the first column of the report.

STRENGTH DATA ELEMENT

ARQODA: THE OFFICER DISTRIBUTION AUTHORITY ACTIVE DUTY CONTAINED ON THE REQUISITION PERTAINING TO THE SERVICE MEMBER'S ASSIGNMENT (CMD)

ARPMAO: ASSIGNMENT REQ PERS MGT ACTIVITY - OFF
THE PERSONNEL MANAGEMENT ACTIVITY CONTAINED ON A REQUISITION PERTAINING TO A COMMISSIONED/WARRANT OFFICER ASSIGNMENT (OPMD IARCA)

CONGR: CONTROL GRADE THE GRADE REQUIRED BY THE POSITION THE OFFICER WAS SENT TO FIL OR THE GRADE CODE IN WHICH THE OFFICER IS CONTROLLED FOR ASSIGNMENTS.

AUTH: THE TOTAL AUTHORIZATIONS FROM THE PERSONNEL MANAGEMENT AUTHORIZATION DOCUMENT (PMAD).

PMAD: PERSONNEL MANAGEMENT AUTHORIZATION DOCUMENT

PMAD DESCRIPTION A DOCUMENT BUILT X 2 YEAR TO REFLECT FORCE STRUCTURE AS PER SAMAS AND TAADS FILES. SOLE SOURCE OF ACTIVE ARMY AUTHORIZATIONS BY UIC, MOS, GRAD FOR CURRENT AND BUDGET YEARS.

EDIT CRITERIA

SAMAS = STRUCTURE AND MANPOWER ALLOCATION SYSTEM

TAADS = THE ARMY AUTHORIZATION DOCUMENT SYSTEM

PROJ: PROJECTED OPERATING STRENGTH BASE ON THE FORMULA BELOW

PROJ = CURR – LOSS + GAIN + VOU – PLOS

CURR: THE TOTAL NUMBER OF OFFICERS ASSIGNED BASED ON THEIR CONTROL GRADE

LOSS: THE TOTAL NUMBER OF OFFICERS SCHEDULED TO DEPART BY THE END OF THE ASSOCIATED PROJECTION DATE.

GAIN: THE TOTAL NUMBER OF OFFICERS SCHEDULED TO ARRIVE BY THE END OF THE ASSOCIATED PROJECTION DATE.

STRENGTH DATA ELEMENT

VOU: VALID OPEN UNFILLED REQUISITIONS VOU THE TOTAL NUMBER OF VALID, OPEN, UNFILLED REQUISITIONS WITH REPORT DATES THAT FALL WITHIN THE ASSOCIATED PROJECTION DATE.

DIFF: DIFFERENCE BETWEEN AUTH AND PROJ FIGURE SHOWING RESULT OF SUBTRACTING PROJ FROM AUTH.

PLOS: ANY OFFICERS WHO YMAV FALL WITH IN THE PROJECTION DATE AND IS NOT ON-ORDERS THE OFFICERS IS CONSIDER A TRUE LOSS.

PRO:THE TOTAL NUMBER OF VALID, OPEN, UNFILLED REQUISITIONS AND/OR OFFICERS ON-ORDERS,WITH REPORT DATES THAT FALL BEYOND THE ASSOCIATED PROJECTION DATE.

PRGN: THE TOTAL NUMBER OFFICERS WHO ARE COSIDER A PROJECTED GAIN, BUT THERE REPORT DATE IS OUTSIDE THE ASSOCIATED PROJECTION DATE.

DML: THIS IS CALLED THE DISTRIBUTION MANAGEMENT LEVEL.

DMSL: THIS IS CALLED THE DISTRIBUTION MANAGEMENT SUBORDINATE LEVEL

TOPMIS II TRAINING MANUAL

Strength

Selected officers can be viewed by their name and ssn by double clicking on **CURR, LOSS, GAIN, VOU, and PLOS** which will produces a report similar to the one below.

TOPMIS II (Production) - Refresh Completed : Friday, 05 March 2004 00:38

File View Tools Services Window Help

Current for Argoda = FC Argmas = TH Congr = COL Proj Date 20040930

Sen

Name

POB

AD

CTL

CONGR

BR

FSA

CrM1

CrM2

CMD

lsc

ADC

Disag

Loss

Dr

Type

YMAV

RSM

Cmd

lsc

ADC

ASGRC

Unit Name

Loc

Duty Title

14560758

STYLES DAVID JOE

G5

AR

1962

19

FC

TH

06A

20006708

20006701

YMAV

200567

A

AT4AA

0003 HQ HHC CORPS

TX

DEPUTY CHIEF OF ST

306500887

POPFESTER ROBI HS

G5

AR

1962

19

FC

TH

06A

20006812

20049702

ORDS

200702

O

ST

SJ

00E

NCH01

0001 AR 80 HHC DIV

TX

INSPECTOR GENERAL

315743967

SHANAHAN DANIEL

G5

AV

1962

15

FC

TH

06A

20006705

20006901

YMAV

200568

A

AT4AA

0003 HQ HHC CORPS

TX

INCOMING PERSONA

528694428

ADAMS WILLIAM C

G5

AS

1973

48

FC

TH

06A

20006708

20006701

YMAV

200567

A

AT4AA

0003 HQ HHC CORPS

TX

INSPECTOR GENERAL

042596032

PRICONE ROBERTI

G5

IN

1962

11

FC

TH

06A

20006620

20006901

YMAV

200568

A

AT4AA

0003 HQ HHC CORPS

TX

CHIEF OF OPERATIO

294723235

CAMPBELL DONIA

G5

AR

1978

19

FC

TH

06A

20006701

20006901

YMAV

200568

A

NBEX1

0004 IN TM 1 DIV

TX

CHIEF OF STAFF

222749608

VALSER KEITH C

G5

AR

1976

19

FC

TH

06A

20006815

20006201

YMAV

200602

A

NCH01

0001 AR 80 HHC DIV

TX

DIVISION CHIEF OF ST

254966273

RODGERS DENNIS E

G5

AR

1960

19

FC

TH

06A

20006715

20006901

YMAV

200568

A

AT4AA

0003 HQ HHC CORPS

TX

ACDPS G3

263475669

BIRD DONALD ANI

G5

IN

1979

11

FC

TH

06A

20006823

20006901

YMAV

200568

A

AT4AA

0003 HQ HHC CORPS

TX

CHIEF PLANS & ST

545326604

FERGUSON GERALD

G5

AR

1976

19

FC

TH

06A

20006810

20006901

MRD

200606

A

023AA

V022 DCS FOR OPNS AMCYA

INCOMING PERSONA

280428254

MURRAY JOHN MI

G5

IN

1962

11

FC

TH

12

20006715

20006901

YMAV

200568

A

NCL01

0001 AR 80 HHC BDE

TX

BRIGADE COMMAND

189523643

LANZA STEPHEN J

G5

FA

1960

13

FC

TH

13Z

20006710

20006701

YMAV

200567

A

AGJAA

0001 FA HHC DIVARTY

TX

COMMANDER

188544388

STRAMARA KEVIN

G5

FA

1960

13

FC

TH

13Z

20006701

20049630

ORDS

200707

O

DH

SC

02A

ANPAA

0001 IN HHC HHC ARTY

TX

DIVARTY COMMAND

034485757

MCCONVILLE JAV

G5

AV

1961

15

FC

TH

18

20006710

20006701

YMAV

200567

A

H85AA

0001 AR HHT CBT BDE AFTX

BRIGADE COMMAND

266330948

ARNOLD JOHN ST

G5

AV

1961

15

FC

TH

18N

20006714

20006901

YMAV

200568

A

1HDAA

VHDVHD 21ST CAY BDE TX

BRIGADE COMMAND

353632687

MUSKOFF JAMES HS

G5

AV

1964

15

FC

TH

18N

20006910

20049501

PLOS

200405

A

HRHT0

0004 AV BR 01 HHC

TX

COMMANDER

437957161

MOODY MICHAEL

G5

AV

1960

15

FC

TH

18N

20006716

20049630

ORDS

200701

O

CS

TJ

50Z

EP5AA

0004 AV HHC DIV AVN BDE TX

BRIGADE COMMAND

128520373

HOGG DAVID RICH

G5

AR

1961

19

FC

TH

18Z

20006816

20006901

YMAV

200568

A

NBEX1

0004 IN 02 TM 2 BDE

TX

COMMANDER X

89550743

FORMICA MICHAEL

G5

AR

1962

19

FC

TH

18Z

20006709

20006701

YMAV

200567

A

NCH01

0001 AR 80 HHC BDE

TX

COMMANDER X

319546478

HICKEY JAMES DE

G5

AR

1962

19

48

FC

TH

18Z

20006810

20006901

YMAV

200568

A

NBEX1

0004 IN 01 TM 1 BDE

TX

INCOMING PERSONA

40512729

PUNK PAULEDDA HS

G5

AR

1964

19

FC

TH

18Z

20006810

20049601

YMAV

200406

S

NCH01

0001 AR 80 HHC DIV

TX

ACDPS G3

579890429

ABRAMS ROBERTI

G5

AR

1962

19

FC

TH

18Z

20006701

20006901

YMAV

200568

A

NCL01

0001 AR 80 HHC BDE

TX

BRIGADE COMMAND

037368942

COKKENDALL PAUL

G5

EN

1979

21

FC

TH

21Z

20006710

20006701

YMAV

200567

A

JOVAA

0001 EN HHC BDE REGIMENT

COMMANDER

466993068

NICHOLSON ROBE

G5

EN

1960

21

FC

TH

21Z

20006715

20049701

PLOS

200407

A

NBEX1

0004 IN TM 1 DIV

TX

DIVISION ENGINEER

009594438

BARNES MARK DA

HS

SC

1963

25

FC

TH

25Z

20006830

20049524

ORDS

200603

O

G6

MD

25Z

HPJAA

0003 SC HHC CORPS SIG 1 TX

ASST SIGNAL OFFICE

224939649

LYNN ALAN ROBE

G5

SC

1978

25

FC

TH

25Z

20006803

20006901

YMAV

200568

A

HPJAA

0003 SC HHC CORPS SIG 1 TX

BRIGADE COMMAND

287594208

PHILLIPS DAVID D

G5

MP

1960

31

FC

TH

32Z

20006702

20006701

YMAV

200567

A

DFAAA

0008 MP BDE HHC CORP TX

BRIGADE COMMAND

Number of Records Retrieved: 45

Number of Records Retrieved: 45

TRAINING OBJECTIVES

TRAINING OBJECTIVE 5: Officer Record Data (ORD)

At the end of this class, the student should be able to:

1. Understand the purpose of the ORD and how to navigate its multiple screens.
2. Know how the ORD relates to all other TOPMIS II modules.
3. Update officer personnel information by performing all three methods of data entry.
4. Use TESS and the Interface Broker as they relate to the ORD module.

Welcome to the TOPMIS II ORD Module

Topics

- Overview

What is the ORD? Who can update the data?

- TOPMIS I STATUS

- Career Manager Notes

Located on TOPMIS II Main Menu

YMAV (Officer Availability) located on TOPMIS bottom of Screen 30

Screens remaining on TOPMIS I awaiting TOPMIS II development:

Screen 19 (Loss/Drawdown)

Screen 23 (Retirements)

Screen 25 (Separations)

Screen 31 (Database)

Screen 24 (Acquisition A1, A2, A3, A4)

Screen 27 (Troop Command T1, T2)

- Features

Robo Help/Bubble Help

Changing/Adding Screens

Interface Broker

Army Spouse Officer Corp

- TESS Search (From Help Option of menu bar or ICON on tool bar)

Search by field name or value

Filter by description or value

Definitions by full name or abbreviation

- Methods to update ORD screens

Click in field to update, and then choose one of the following techniques:

- Type-over-Highlight and type-over existing data or type in new data, Save
- Select from Dropdown – Choose a selection from the dropdown list, save
- Delete a line – Right mouse click, choose the delete option, save
- Add a line – Right mouse click, choose the add option, add data by using method **a** or **b** above

- Problem Resolution:

Data Standards/Data Accuracy - Update Errors

Training Tips for Using the C/S TOPMIS II Officer Record Data Screens

Screen #30 is used to update YMAV.

Move from screen to screen inside a single officer record by clicking the drop down arrow at the top of the current screen and selecting another screen from the list.

Moves to Screen #1 will **always** require you to select the officer by name or SSN.

White areas are not used to indicate your ability to update that field. Update capability is still based on your user profiles.

In fields where you select a value from multiple options, a drop down arrow will appear when you click on that field. You are then able to select from the list.

The "enter" key is not used to save your updates. The save button should activate after you enter a change. You must use the save button (looks like a diskette) on the tool bar or go to file, save on the menu bar.

The right mouse click is used to add and delete recurring lines of information. For example, adding a line to ASICO (additional skill identifier) or MCRDCC (military course).

Bubble help is available by running the cursor over the name of the field. A short description will appear at the bottom of the screen.

Don't hesitate to use the various TESS options. The TESS filter is especially helpful when searching for specific words or values within a long list of options.

OFFICER RECORD BRIEF

AREDD-8-104

CMAAOF-R1

SIP 20010422

SFN NO

PROC DT 20010504

ORR TYPE 2900	BRIEF DATE 20030604	CRFD DESIGNATION OPERATIONS	CRFD DESIG DATE 20000531	CHIEF BRANCH BR DT/TYPE 5	AV	COMBONENT RA	AD GRADE - ADOIC MAJ	SSN	NAME
SECTION I - Assignment Information									
OVERSEAS DUTY									
VRAMO RIN 19930501	CTRY KX	INACT 1	NUMBER OF TOURS 2	LONG 0	DIRCOS 2	SECTION II - Security Data			
DATE DEPENDENTS ARRIVED US 19991119						SECTION III - Service Data			
CURRENT FIELD INFORMATION - Commissioned/MAJ/DO/MAJ/AV BR Code/Res/Pos/1/Pos/15 Fac/1 Area/Res/Pos/15 A/B						SECTION IV - Personal/Family Data			
DATE DEPARTURE DATE 19991119						SECTION V - Foreign Language			
DATE DEPARTURE DATE 19991119						SECTION VI - Military Education			
DATE DEPARTURE DATE 19991119						SECTION VII - Civilian Education			
DATE DEPARTURE DATE 19991119						SECTION VIII - Awards and Decorations			
DATE DEPARTURE DATE 19991119						SECTION IX - Assignment Information			
DATE DEPARTURE DATE 19991119						SECTION X - Remarks			
DATE DEPARTURE DATE 19991119						SECTION XI - Preference			

ORD Exercise 1

TOPMIS II (Production) - Refresh Completed: Friday, 12 March 2004 00:39 - [04A - Personal Mailing Address]

File Edit Services Window Help

04A - Personal Mailing Address

CPT WON SUNG HUN SSH CONGR J2 PSC WC02 CMAA0F S1

Personal Mail Address

ADSTRM 04-1002C MAGAU STREET ADSTCM

ADCTVM PAAPEU ADZIPM 067970000

ADSTM H - HAWAII GYPOAM PHONE NR 0065007774

BNET victor.wong@us.army.mil

- a) Open Screen 04A – Personal Mailing Address
- b) Highlight the **ADSTRM** field
- c) Type new data over the existing information
- d) Click SAVE icon when finished

ORD Exercise 2

TOPMIS II (Production) - Refresh Completed: Friday, 12 March 2004 00:39 - [04A - Personal Mailing Address]

File Edit Services Window Help

04A - Personal Mailing Address

CPT WON SUNG HUN SSH CONGR J2 PSC WC02 CMAA0F S1

Personal Mail Address

ADSTRM 129 KONO MAI DRIVE ADSTCM

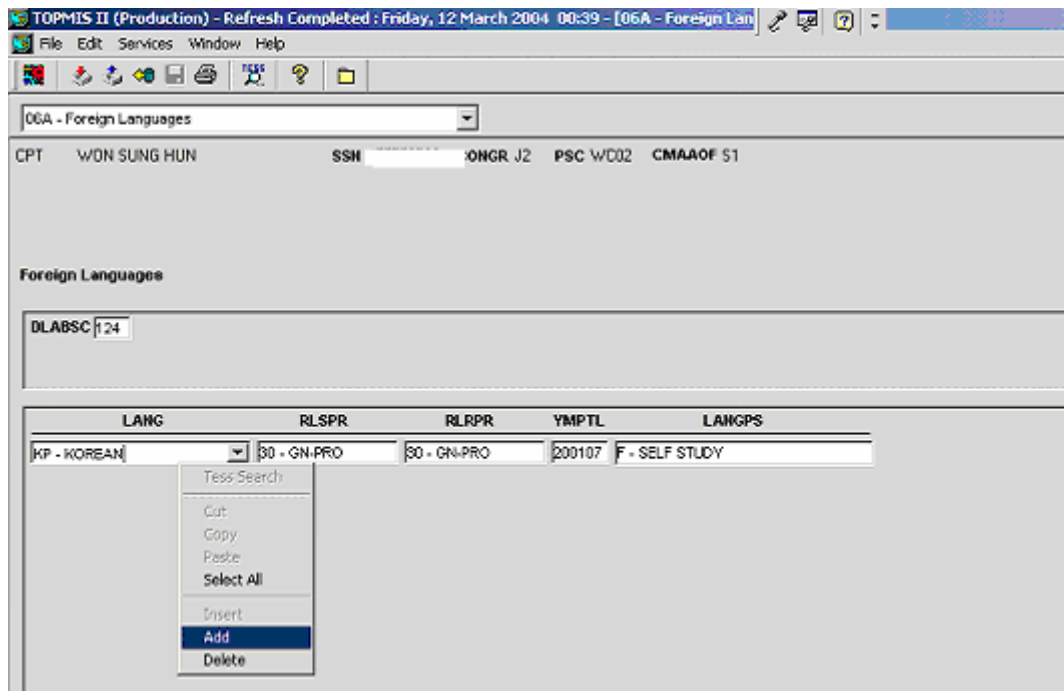
ADCTVM PEARL CITY ADZIPM 067970000

ADSTM H - HAWAII GYPOAM PHONE NR 0065007774

BNET victor.wong@us.army.mil

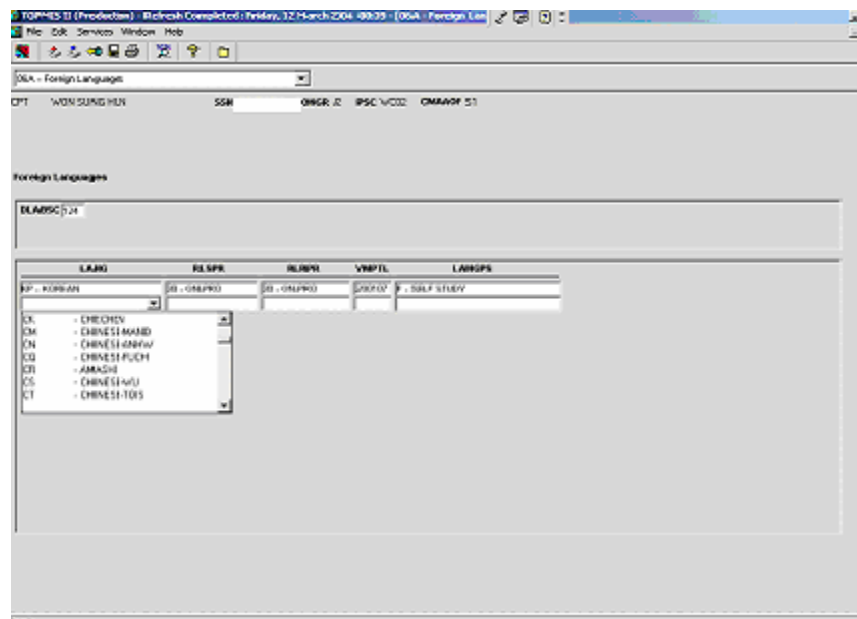
- e) Notice the updated material in the ADSTRM field.
- f) Click on the Application Service button, (the first picture icon on the left side of your screen)
- g) Double click on Officer Record Brief
- h) Double click on Officer Record Brief
- i) Click Yes to view the selected officer's ORB
- j) Check the ORB to ensure that the new information is reflected

ORD Exercise 5



- Open Screen 06A – Foreign Language
- Click in the white area next to the field to update
- The Dropdown arrow will appear
- Select the **Add** item, the new line appear

ORD Exercise 6



- The Dropdown arrow appear if available
- Click on the Dropdown arrow, the list appear

ORD Exercise 7

TOPMIS II (Production) - Refresh Completed: Friday, 12 March 2004 00:39 - [06A - Foreign Lan]

File Edit Services Window Help

06A - Foreign Languages

CPT WON SUNG HUN SSH CONGR J2 PSC WC02 CMAA0F S1

Foreign Languages

DLABSC 24

LANG	RLSPR	RLPR	YMPTL	LANGPS
JP - KOREAN	30 - GN-PRO	30 - GN-PRO	200107	F - SELF STUDY
CM - CHINESE-MAND				

CM - CHINESE-MAND

CM
CN
CQ
CR
CS
CT
CU
BI

- g) Scroll down the list to find the desire code
- h) Select item from the list by click on item
- i) New data appear in the field

ORD Exercise 8

TOPMIS II (Production) - Refresh Completed: Friday, 12 March 2004 00:39 - [06A - Foreign Lan]

File Edit Services Window Help

06A - Foreign Languages

CPT WON SUNG HUN SSH CONGR J2 PSC WC02 CMAA0F S1

Foreign Languages

DLABSC 24

LANG	RLSPR	RLPR	YMPTL	LANGPS
JP - KOREAN	30 - GN-PRO	30 - GN-PRO	200107	F - SELF STUDY
CM - CHINESE-MAND	26 - LMT+	26 - LMT+	200306	F - SELF STUDY

- j) Continue add data by the same method
- k) Click **SAVE** icon when finished
- l) Check the ORB for updated information

TRAINING OBJECTIVES

TRAINING OBJECTIVE 6: REQUISITIONS

At the end of this class, the student should be able to:

1. Query and view eligible population reports based on branch and grade
2. View open requisition reports
3. Process a normal assignment through fusion
4. Understand other assignment actions available
5. Understand the process of making student assignments
6. Review the capability to build requisitions if required

Requisition and Assignment

- General Information
- Viewing Requisitions and Eligible Populations
 - Requisition Reports
 - Requisition Selection Tab
 - Eligible Population from a requisition
 - Eligible Population from the Application Service broker (menu)
- Beginning an Assignment Instruction
 - Assign Soldier to Requisition (know face/know space)
 - Requisition (know space/unknown face)
 - Qualified VOU for Officer (know face/unknown space)
 - Eligible Population (unknown face/unknown space)
- Fusion
 - Cutting the assignment instruction
 - Special instructions
 - Release the assignment instruction
- Other Assignment Actions
 - Delete – unreleased assignment
 - Amendment – released assignment
 - Revocation – released assignment
 - Diversion
- Student Assignment
- Special Branch Assignment
- Building Requisitions
 - Non-managed position requisition
 - Managed position requisition

TRAINING OBJECTIVES

TRAINING OBJECTIVE 6: TOPMIS II Web (eTOPMIS)

At the end of this class, the student should be able to:

1. Access and navigate the TOPMIS II website (eTOPMIS) to view personnel information including:
 - a. ORBs
 - b. Assignment Instructions (RFOs)
 - c. Selection Lists
 - d. Promotion Orders
 - e. TOPMIS II POCs
2. Know what personnel information is available to personnel managers and units in the field via eTOPMIS.
3. Understand that there are “levels of permission” built within the site and that not all users can access all information (example – selection lists).

A Windows-style dialog box titled "Connect to isdrad15.hoffman.army.mil". It has a blue header bar with a key icon. The main area is light gray and contains the text "Enter AKO UserID and Password". Below this, there are two input fields: "User name:" with a dropdown arrow and a small user icon, and "Password:" with a standard text box. A checkbox labeled "Remember my password" is located below the password field. At the bottom, there are "OK" and "Cancel" buttons.

As an added security measures, you must use your AKO User name and Password to enter eTOPMIS. If you don't have an AKO account, or you are locked out, you can visit their website at: https://www.us.army.mil/portal/portal_home.jhtml, or contact the AKO help desk at: **Commercial (703) 704-4357, Toll Free - 1(877)AKO-USER (1-877-256-8737) or, DSN: 654-4357.**

TOPMIS II WEB SERVICE

<https://isdrad15.hoffman.army.mil/ETOPMIS/etopmislogin.jsp>



TOPMIS II web services are offered to our clients. TOPMIS II (T2) Web provides minimum services such as viewing and saving. In order to access the services offered on the TOPMIS II web, a user ID and password are needed.

ACCESS:

1. Open your web browser and type in the following secure site address:
<https://www.topmis.hoffman.army.mil>. In order to view TOPMISS II online service your computer must have Internet Explorer 5 (IE5) and Acrobat reader. The link to both of these downloads are available to you on the T2 home page. Also, a scrolling marquee of important information relating to T2 can be found on the T2 homepage.
2. For class purposes use the user id **zcmuser**. Tab down and type in your password, which is **crossing**.



Other Links...

[HRC](#)

[ODS](#)

[Citrix Download](#)

[DAPMIS](#)

[PERMS](#)

[Download Adobe
Acrobat](#)

Welcome/Overview

eTOPMIS is a HRC initiative to improve access to, and manipulation of officer management data. Its primary purpose is to help officer career and distribution managers within OPMD and the world wide requisition community (Personnel Service Companies and MILPOs) manage the careers of Army officers. eTOPMIS II is a Java based Web application, intended to provide the user with friendly point and click screens, and easy access to data.

ORBs and RFOs are available using the Internet and a standard Web Browser.

[Privacy Policy](#)




To retrieve a single ORB, move your cursor over the ORB tab and left click on single.

RETRIEVING AND SAVING A SINGLE ORB

1. ORB Type: Select Regular.
2. Type GREENLEE in the **Name** box
3. Click Search
4. Select one of the returned officers
5. To save, click on the save button located on the toolbar.
6. Save the ORB using the officer's last name and last four of their social security number.

NOTE: Saving the ORB to a pdf file allows the file to be used as an email attachment.

**Right click on the left arrow.
Right Click: Home.**



ORB RFO Orders/Lists Your Profile Help Version 2.2

Single ORB
Multiple ORBs

Other Links...

- [HRC](#)
- [ODS](#)
- [Citrix Download](#)
- [DAPMIS](#)
- [PERMS](#)
- [Download Adobe Acrobat](#)

Welcome/Overview

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ORBs and RFOs are available using the Internet and a standard Web Browser.

[Privacy Policy](#)

The Multiple ORB function allows you to retrieve the ORBs of several officers.

RETRIEVING AND SAVING MULTIPLE ORB's

1. Scroll you mouse over the ORB tab
2. Select Multiple
3. Enter selected SSNs
4. Right click Submit



Orb Type: Regular

#	SSN
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Submit Reset

You are allowed to type up to 20 SSNs. Therefore, you can view and save up to 20 SSNs.

NOTE: This function only allows you to type in the SSNs. The cut and past function are disabled.

RIGHT CLICK: Online Service Tab



Assignments - Request for Orders (RFO): The Assignments online service allows you to retrieve RFO's with various selection criteria. Currently PERSCOM distributes the RFO to the gaining and losing commands, but this is not always successful in reaching the correct destination. This feature will allow the MILPO to initiate the retrieval of the RFO directly or get a summary report of RFOs released by PERSCOM.

Selection: The area below the title "Assignment Instruction" and above the solid "T" shaped line is your area to enter the selection criteria from the available choices. View this selection area as three columns for explanation purposes. The **first column** contains SSN, Name, and Personnel Service Center (PSC). The **second column** contains Unit Identification Code (UIC) and Command (CMD)/Installation Code (PMA) with the option to identify either of these as losing or gaining. The **third column** contains the date ranges you want to search on. Future changes to this page will allow you to select "None" for the date range so that you could retrieve all the Assignment Instructions (AI) for a specific individual by name or SSN. Be careful how you use the selection criteria fields so that you do not retrieve large quantities of AI's that you do not need. All the Assignment Instructions since mid-1997 are contained in the file that is searched for the criteria selected. The basic text of the Assignment Instruction are maintained in the entirety, but the special instructions are deleted three months after the report date (DTRASG) or three months after release date which ever is later. If the special instructions have been deleted a message to that effect will be printed in the special instruction area of the AI. The following are examples of how this might be used.

1. Move your cursor over the **RFO** tab
2. Click on **Single/Batch RFO**

TOPMIS II TRAINING MANUAL


eTOPMIS

ETOPMIS - Microsoft Internet Explorer provided by US ARMY PERSCOM

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media

Address <https://jsdrad15.hoffman.army.mil/ETOPMIS/rfosearchmenu.jsp>



ORB RFO Orders/Lists Your Profile Help

Officer Assignment Instructions

Summary Report and Batch RFO maximum number per request is 200

SSN: UIC: Losing ☒ Gaining ☐

Name: PSC: Losing ☒ Gaining ☐

ARQODA/ ARPMAO: Losing ☒ Gaining ☐

Assignment Release Date (DD/MM/YYYY)

☒ Range

☐ Since last search

☐ All

Submit Reset

[Home](#)

[Privacy Policy](#)

3. Type **FCTH** next to **ARQODA/ARPMAO**
4. Click on the **submit** tab

TOPMIS II TRAINING MANUAL

eTOPMIS



Officer Assignment Instructions

[Home](#) [Search Page](#) [Summary Report](#) [Create Batch RFO](#)

Summary Report and Batch RFO maximum number per request is 200
Officers Retrieved: 22

Name	SSN	MPCAD
CAMPBELL		Q
CROCKETT		VV
DENNIS		Q
DUERINGE		Q
EDWARDS		Q
FAISON		Q
FITZMAURIC		VV
FURLER		Q
GALLOWAY		Q
HOPSON		VV
JOHNSON		Q
KUBALA		Q
LAWHOR		Q
MOTLEY		VV
ROBISON		Q
SHEPPARD		Q
STROB ROE		Q
TAYLOR		VV
TURNER		Q
VONGSVARNRUNGRUANG		Q
WEBER		Q
WELCH		Q

[Home](#) [Search Page](#) [Summary Report](#) [Create Batch RFO](#)



U.S. ARMY HUMAN RESOURCES COMMAND

ASSIGNMENT INSTRUCTION SUMMARY

ASSIGNMENT INSTRUCTIONS SEARCH CRITERIA

LOSING CMD PMA = fctb
DATE RANGE FROM Apr-20-2004 TO Apr-27-2004

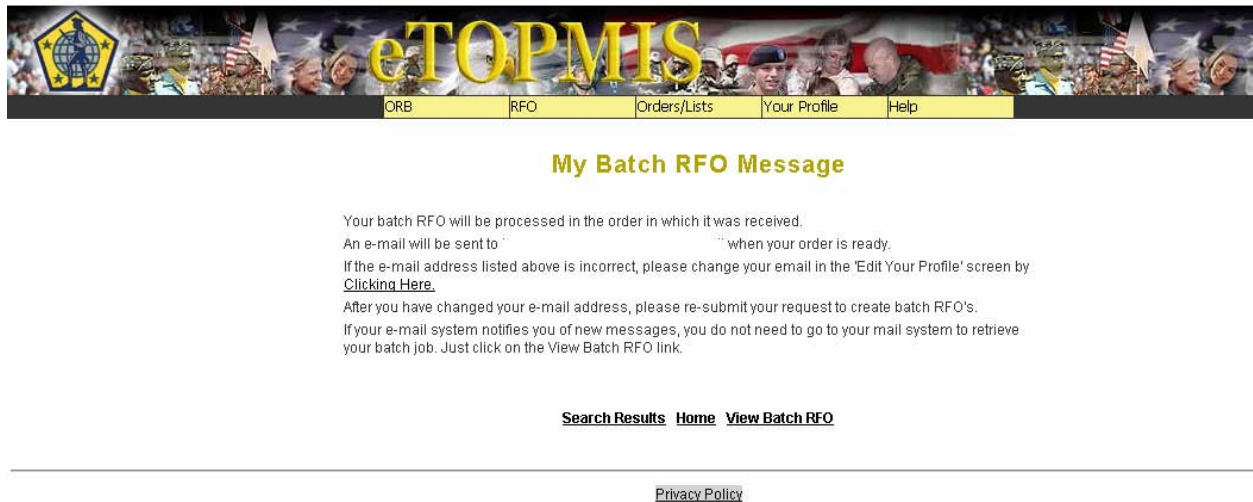
NAME	SSN	POB	BR	ARGOBA	ARPMAO	REG ID	TYPE	OTRASS	AJ DATE
1 CAMPBELL		OS	AR	FC	TH	TASFA05425	NORMAL	07/01/2004	04/20/2004 11:27
2 CROCKETT		OS		FC	TH	TCAN000125	DIVERSION	07/07/2004	04/20/2004 10:07
3 DENNIS		JS	MS	FC	TH	FOK0051275	DIVERSION	06/14/2004	04/21/2004 14:36
4 DUERINGE		JS	MS	FC	TH	WCL0000032	NORMAL	06/18/2004	04/23/2004 12:30
5 EDWARDS		IS	IN	FC	TH	DR0Y000061	AMENDMENT	07/15/2004	04/20/2004 11:02
6 EDWARDS		IS	IN	FC	TH	DR0Y000061	NORMAL	07/15/2004	04/21/2004 15:23
7 FAISON		JS	AG	FC	TH	FZAFAD7432	NORMAL	06/01/2004	04/21/2004 16:06
8 FITZMAURIC		MS		FC	TH	TCARA00700	AMENDMENT	06/01/2004	04/23/2004 0:04
9 FURLER		LS	TC	FC	TH	FCNR005152	DIVERSION	07/14/2005	04/26/2004 10:19
10 GALLOWAY		LS	QM	QL	UB	BTOS001799	DIVERSION	04/22/2004	04/20/2004 11:21
11 HOPSON		OS		TH	TH	STTH001404	DIVERSION	07/10/2004	04/20/2004 10:24
12 JOHNSON		JS	QM	FC	TH	FOYH000987	DIVERSION	07/01/2004	04/23/2004 8:59
13 KUBALA		JS	JA	FC	TH	BF9H003442	NORMAL	06/15/2004	04/23/2004 14:36
14 LAWHOR		JS	SC	FC	TH	FOTHA00404	AMENDMENT	06/31/2004	04/23/2004 12:30
15 MOTLEY		OS		FC	TH	FCNB031408	NORMAL	11/25/2004	04/27/2004 0:01
16 ROBISON		IS	AN	FC	TH	FOTHA00500	DIVERSION	06/01/2004	04/22/2004 14:50
17 SHEPPARD		LS	SC	FC	TH	FOTHA00596	AMENDMENT	06/04/2004	04/27/2004 7:35
18 STROB		JS	MS	FC	TH	MCGV000028	NORMAL	01/04/2005	04/23/2004 10:13
19 TAYLOR		OS		FC	TH	PHN0111310	AMENDMENT	06/01/2005	04/23/2004 8:06
20 TURNER		KS	FA	FC	TH	BTOS001802	AMENDMENT	05/03/2005	04/20/2004 10:28
21 VONGSV		JS	MI	FC	TH	PLT0000125	NORMAL	06/04/2004	04/20/2004 15:12
22 VONGSV		JS	MI	FC	TH	TC0A000968	REVOCATION	06/04/2004	04/20/2004 15:03
23 WEBER		IS	MC	FC	TH	MCDW002304	NORMAL	07/01/2004	04/20/2004 15:35
24 WELCH		KS	AV	FC	TH	PHN021401	DIVERSION	07/08/2004	04/20/2004 10:18

Total Number of Assignment Instructions for the preceding search:

24

Page 1 of 1

Click on the **back arrow** located in your tool bar
Click on the **Create Batch RFO** tab



The system will send you an email message (similar to the one below) once your batch RFOs are ready for viewing. Therefore, it's imperative that your TOPMIS II profile contains your correct email address.

Sir/Madam:

Your Batch RFO request is complete.

RFO Search Criteria:

LOSING CMD PMA = fcth DATE RANGE FROM Apr-20-2004 TO Apr-27-2004
The request resulted in 22 Officers. This batch RFO is available at
<https://www.topmis.hoffman.army.mil/orbmain/default.asp> To logon, go to RFO
and click on Batch RFO.

If you have any questions or problems, please send an email to
<mailto:tapcopds@hoffman.army.mil>

Thanks

eTOPMIS Online Support

.

5. Click on the **Profile** tab located in the eTOPMIS tool bar.



Edit Your User Profile

User Name:		User ID:	User Type:
Organization Information:		History:	
TASO:		Last Time Logged:	
PSC:		Last Time Profile Updated:	
Office Information:			
Title:	<input type="text"/>	Office Symbol:	<input type="text"/>
Email:	<input type="text"/>	Room:	<input type="text"/>
Phone Commercial:	<input type="text"/>	Phone DSN:	<input type="text"/>
Mailing Address:			
Address:	<input type="text" value="PERSCOM, 200 Stovall S"/>	City:	<input type="text" value="Alexandria"/>
State:	<input type="text" value="VA"/>	Zip:	<input type="text" value="223320413"/>
For Overseas Location:			
Country:	<input type="text" value="-- No Selection --"/>	Gateway PO Abbreviation:	<input type="text" value="-- No Selection --"/>
APO/FPO:	<input type="text" value="-- No Selection --"/>		
<input type="button" value="Update Profile"/>			

[Home](#)

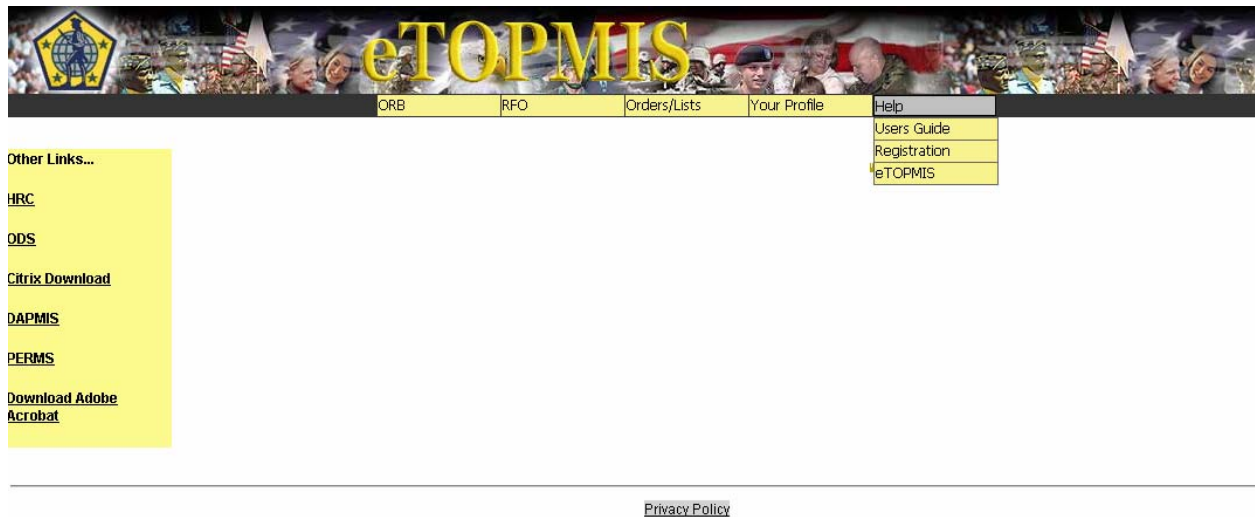
[Privacy Policy](#)

PROFILE: TOPMIS II Web allows all users of TOPMIS II to make modifications to their user information.

- This screen displays information pertaining to the TOPMIS II user who is logged into the website.
- All of the information with the exception of logon time is pulled from your form 49-R.
- The Update Your Profile tab User Information screen also shows the last time that the user logged into TOPMIS II using the web or through the Citrix Client)

The next time that you log onto the eTOPMIS using your assigned user ID, review your information. If there are any incorrect entries, feel free to make changes. Once all changes have been corrected, be sure to click on the update profile button.

Move your cursor over the **Help** tab



Here you will find links to the TOPMIS II user's guide and TOPMIS II registration information.

Position your cursor over the **Orders/Lists** tab.



TOPMIS II Web Services also allows you to view:

- **Promotion Orders** for service members from the rank of SFC to SGM, CW3 to CW5, and 1LT to General Officers,
- **AMEDD** Regular Army Integration Orders, and
- **Accessions**, and
- Current **Selection List**



Other Links...

[HRC](#)

[ODS](#)

[Citrix Download](#)

[DAPMIS](#)

[PERMS](#)

One of the new features for eTOPMIS is the **Other Links...** addition. You now have the capability to link directly from eTOPMIS to the **HRC** homepage, **ODS**, **DAPMIS**, **PERMS**, and **Adobe Acrobat** websites.

CITRIX: TOPMIS II can be viewed from your desktop by visiting the Citrix XP website at: <https://remoteweb1.hoffman.army.mil/LogonAgent/Login.asp>.

A screenshot of the U.S. Army Human Resources Command login page. The header features a banner with the text "U.S. ARMY HUMAN RESOURCES COMMAND" and a collage of military personnel. Below the banner is a "Log In" section with a white background. It contains three input fields: "User Name:", "Password:", and "Domain:". To the right of the "Domain:" field is a "Login" button.

Here, you will type in your **Citrix User Name**, **password** and **domain (prad)**. Once you are logged into the site, enter your TOPMIS II username and password to begin using TOPMIS II.